COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication implements DoDI 1348.30, *Secretary of Defense Maintenance Awards Program,* and AFPD 36-28, *Awards and Decorations Program.* It provides guidance and procedures for the Air Force (AF) Maintenance and Logistics Readiness awards, ceremonies and honors. It applies to all personnel in maintenance and logistics readiness career fields in both active and reserve component units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records,* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower,

Personnel, and Services (HQ USAF/A1) develops personnel policy for Awards and Decorations policy. This Air Force Instruction (AFI) may be supplemented at any level but must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. MAJCOMs and units have 90calendar days from the effective date of this publication to rewrite or certify as current supplements to this publication. Changes to documentation requirements in this instruction may exceed the 90-calendar day implementation requirement; however, documents will be updated or revised at the next normal required or mandated update or revision point. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2 or T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to AF/A4LM for non-tiered compliance items. Submit changes to this publication using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the chain of command to AF/A4LM, 1030 Air Force Pentagon, Washington D.C., 20330-1030.

(AFRC) This instruction supplements and extends the guidance of Air Force Instruction (AFI) 36-2818, *The USAF Logistics Awards Program,* dated 12 March 2015. This supplement describes Air Force Reserve Command (AFRC) procedures to be used in conjunction with the basic instruction. This instruction applies to AFRC logistics and maintenance units, to include Active and ARC associations where AFRC is the lead. This supplement does not apply to the Air National Guard. Refer recommended changes and questions concerning this publication to AFRC/A4R (**afrc.a4r@us.af.mil**) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Supplements of this instruction must be approved by AFRC/A4R (**afrc.a4r@us.af.mil**). Supplements and addendums must be written in accordance with (IAW) AFI 33-360, *Publication and Forms Management.* The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be reviewed completely. Individual Maintenance and Logistics Readiness award nomination requirements have been changed to 30 bullets (including headers) versus a full page AF Form 1206, *Nomination for Award*. Words following headers on the same line are not authorized. An acronym list is required for all awards. All Maintenance and Logistics Readiness award packages and citations will be uploaded to the AF/A4L Enterprise Information Site (EIS) (SharePoint; currently: **https://cs3.eis.af.mil/sites/OO-LG-AF-34/default.aspx**). No hard copy nomination packages will be required by AF/A4L. The Maintenance and Logistics Readiness Award Banquets have

been eliminated. Awards normally presented in these forums will now be mailed to the units for presentation. Requirements for individual photographs on internal Air Force awards have been eliminated. All Maintenance and Logistics Readiness award package due dates have been realigned. Minor administrative changes, office symbols, addresses and publication references have been updated throughout the document.

(AFRC) This publication has been substantially revised and must be reviewed in its entirety. This Supplement now contains the addition of the Logistics Readiness awards along with the Maintenance awards. Also included, is the addition of a new MAJCOM award, the AFRC LRS Quality Assurance Award. The AFRC abbreviated Maintenance Effectiveness Award submission requirements were changed to align with the requirements in AFI 36-2818 dated March 2015. The AFRC submission dates have been updated along with paragraph numbers to coincide with AFI 36-2818.

Chapter 1

AWARD PROGRAM DEFINITION, PURPOSE AND RESPONSIBILITIES

1.1. Definition. The Air Force Logistics Awards Program recognizes individuals and organizations within the maintenance and logistics readiness communities for their outstanding contributions to the success of the AF and DoD missions.

1.2. Purpose. The logistics awards in this instruction:

1.2.1. Recognize units and individuals that enhance maintenance and logistics readiness processes, improve efficiency and reduce waste by encouraging excellence in all areas.

1.2.2. Identify superior mission performance.

1.2.3. Increase morale.

1.2.4. Inspire the Air Force Logistics community by commemorating the achievements of those for whom the awards are named.

1.2.4.1. In accordance with contractor award policy outlined in DoDI 1400.25, *DoD Civilian Personnel Management*, Subchapter 451, dated November 2013, the DoD's goal is to avoid both the appearance and act of favoritism and conflict of interest. The DoD does not allow contractors to participate in the award programs created for military or civilian personnel. However, in squadrons with a mixture of contractors, military and/or DoD civilians, as long as a majority of the members are military and/or DoD civilians, the squadron may compete for unit awards. Contractors are not eligible for any individual awards outlined in this AFI.

1.2.4.2. The awards in this instruction also apply to the AFRC and the ANG.

1.3. Responsibilities.

1.3.1. **Air Force Directorate of Logistics (AF/A4L).** The Directorate of Logistics oversees its own awards as well as DoD, Chief of Staff, United States Air Force (CSAF), and the Deputy Chief of Staff for Logistics, Installations & Mission Support (AF/A4) level awards and will:

1.3.1.1. Develop award criteria.

1.3.1.2. Manage the awards program.

1.3.1.3. Set up and chair the selection panel.

1.3.1.4. Announce award winner selections to Major Commands (MAJCOMs), Forward Operating Agencies (FOAs), Direct Reporting Units (DRUs), Defense Logistics Agency (DLA), Air National Guard (ANG) or an Air Force Element of a Unified or Joint Command via official announcement.

1.3.1.5. Coordinates award procurement with sponsor and presentation ceremonies.

1.3.2. **MAJCOM, FOA, DRU, DLA, ANG or Air Force Element of Unified or Joint Command Responsibilities.**

1.3.2.1. The AF encourages MAJCOMs, FOAs, DRUs, DLA, ANG and Air Force Elements of a Unified or Joint Command to establish their own awards program to recognize deserving personnel and units.

1.3.2.2. MAJCOMs, FOAs and DRUs upload award packages to Air Staff (AF/A4L) via the AF/A4L EIS. If due dates for award submissions fall on a non-duty day, then packages will be due on the next business day.

1.3.2.3. After AF/A4L officially releases the award winner announcement, MAJCOM, FOA, DRU, DLA, ANG, or Air Force Element of Unified or Joint Commands will send the message out to their organizations. In addition, the owning organizations of the winners should give the winners maximum publicity.

1.3.2.4. MAJCOMs, FOAs, DRUs, DLA, ANG and Air Force Elements of a Unified or Joint Command may supplement this AFI to recognize its personnel and organizations.

1.3.2.5. **(Added-AFRC)** AFRC will use the AFRC Task Management Tool (TMT) as the single system for assigning and managing the awards programs covered by this AFI. Calls for nomination packages will be sent to the AFRC MXG and MSG CCs.

1.3.2.6. **(Added-AFRC)** Maintain award announcements and information on the AFRC/A4RR EIS, **https://afrc.eim.us.af.mil/sites/A4/A4R/Pages/A4RR.aspx**.

1.3.3. **Unit Responsibilities.**

1.3.3.1. Units submit award packages through their MAJCOM, FOA, DRU, ANG or Air Force Element of a Unified or Joint Command headquarters. **(T-1)**

1.3.3.1.1. **(Added-AFRC)** AFRC units will use AFRC TMT to submit nominations for awards covered under this AFI. If due dates for award submissions fall on a non-duty day, then packages will be due on the next business day. Units may submit only one nomination per award category.

1.3.3.2. Units possessing a revolving trophy (e.g. American Petroleum Institute (API) Trophy) will pay (unless MAJCOM, FOA, DRU, DLA, ANG, or Air Force Element of a Unified or Joint Command agrees to fund) to return the trophy to the appropriate AF/A4L division after a new winner is announced. **(T-1).** Trophies must be returned in time to be presented the following year. **(T-1)**

1.4. Restrictions. These following restrictions apply to award nominations:

1.4.1. **Classification.** Classified information is prohibited.

1.4.2. **Deceased members**. Deceased members shall not be nominated. **(T-1).**

1.4.3. **Eligibility.** Individual winners of an Air Force-level award are not eligible to compete for the same award the year immediately following. **(T-1).** There is no restriction regarding units; winning units may compete in consecutive years for the same award.

1.4.3. **(AFRC)** Eligibility. Individual winners of an AFRC-level award are not eligible to compete for the same award the year immediately following. There is no restriction regarding units; units may compete in consecutive years for the same award.

1.4.3.1. **(Added-AFRC)** When competing for AFRC unit maintenance awards in Active Associations, the host unit will include their Active Duty component as one combined

unit. Classically associated AFRC units should compete with their host unit, as one combined unit, through the owning MAJCOM.

1.5. AF Recognition Ribbon. In accordance with AFI 36-2805, *Special Trophies and Awards,* Air Force-level individual award winners (to include Air Force Level nominees for externally sponsored awards addressed in this AFI) are eligible to wear the Air Force recognition ribbon (military) or pin (civilians).

Chapter 2

EXTERNALLY SPONSORED AWARDS

2.1. The Secretary of Defense Maintenance Awards. Governed by DoDI 1348.30, *Secretary of Defense Maintenance Awards Program,* the awards are presented to units to enhance maintenance awareness and encourage maintenance excellence by providing awards to military units and depot programs responsible for outstanding achievements in maintenance management and production. DoD Awards described in this chapter are the Field–Level Maintenance Awards, the Secretary of Defense Phoenix Award and the Robert T. Mason Award for Depot Maintenance Excellence. Presentation of these awards is made at the annual DoD Maintenance Symposium.

2.1.1. **Secretary of Defense Field–Level Maintenance Awards and Phoenix Award Guidelines.** Suspense Date: 15 April

2.1.1.1. Background**.** Presented to outstanding field-level maintenance units in recognition of the extended service life given to equipment and weapon systems by sustained quality maintenance and the rejuvenation of equipment through extraordinary maintenance programs. (See DoDI 1348.30*, Secretary of Defense Maintenance Awards Program,* for additional background). The AF nominates six AF units, two units per category: small, medium and large. Air Force packages will compete against packages from the Army, Navy and Marine Corps. Multi-service boards will select the six field-level Award winners who will then compete for the Phoenix Trophy. The Phoenix Trophy is the highest DoD award for field-level maintenance and is announced during the annual DoD Maintenance Symposium.

2.1.1.2. Eligibility**.** All Active duty, Air Force Reserve and Air National Guard units that perform field-level maintenance of weapon systems and equipment are eligible to compete. Active duty and reserve component units that are associated (either classic associate or active associate) will compete as a single unit in the host unit's MAJCOM. **(T-1).** Fifty percent (or higher) of unit staffing shall be comprised of military personnel. **(T-1).**

2.1.1.3. Categories**.** The categories of competition shall be based on the size of the unit, as determined by the total number of authorized personnel. The nominated units shall be representative of the different types of units within the DoD components that maintain equipment or weapon systems. **(T-1).** To be eligible, units must have operated within their nominated size category for at least one-half of the competition period (six months). **(T-1).** Unit competition categories are as follows:

2.1.1.3.1. Small. 25 to 300 authorized personnel (AF nominees – see paragraph 2.1.1.3.4)

2.1.1.3.2. Medium. 301 to 999 authorized personnel (AF nominees – see paragraph 2.1.1.3.4)

2.1.1.3.3. Large. 1,000 or more authorized personnel (AF nominees – top two Daedalian packages – winner & runner-up)

2.1.1.3.4. The units who win the AF Maintenance Effectiveness Award (MEA) in the small, medium and missile/munitions categories will be submitted for the Secretary of Defense Maintenance Awards small and medium categories. In addition, AF/A4LM will look at all runner-ups in each category and select the unit that will be submitted for the Secretary of Defense Maintenance Award.

2.1.1.4. Contents of Nomination Packages. The nomination packages shall not exceed 10 pages, excluding the cover, table of contents, dividers and proposed citation. **(T-1).** Format requirements will remain the same as the MEA and Daedalian packages (see paragraph 7.1.4 for details). **(T-1).** Narrative packages will not be used. **(T-1).** Wrap-around bullets are allowed in DoD packages however, each section will not exceed five full lines. **(T-1).** Include photos in package to describe text and add emphasis. **(T-1).** Include rank and name of people shown and describe action-taking place in all photos. **(T-1).** Pictures do count in the page total. Other photographs, drawings or depictions of the unit may be displayed on the cover. Nomination packages will include:

2.1.1.4.1. Cover page. Cover page must include Award Year, Unit, Award Category and U.S. Air Force. **(T-1).** Other photographs, drawings or depiction of the unit may be displayed on the cover.

2.1.1.4.2. Table of Contents.

2.1.1.4.3. Section 1.   Will include information as outlined/formatted in DoDI 1348.30, *Secretary of Defense Maintenance Awards Program,* enclosure 3. **(T-0).** In addition, include "Key Mission Descriptors and Terms" (AF acronyms that may not be understandable to all Services). (Recommend one page)

2.1.1.4.4. Section 2. Nominees shall list their accomplishments in priority order and identify, where appropriate, how these accomplishments exceeded the baseline of normal performance. **(T-1).** Section 2 shall separately address the areas as follows:

2.1.1.4.4.1. Mission Accomplishments (Weight Factor = 4). **(T-1).** (Recommend four pages)   A description of mission accomplishments for the competition period. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the unit's or on any supported unit's operational capability and mission accomplishment. **(T-1).** Examples of areas that may be included are:

2.1.1.4.4.1.1. Accomplishment of unit mission requirements.

2.1.1.4.4.1.2. Weapon system or equipment materiel readiness status.

2.1.1.4.4.1.3. Operational deployment participations and successes.

2.1.1.4.4.1.4. Local or higher headquarters exercise involvement and successes.

2.1.1.4.4.1.5. Special programs such as time compliance and technical order accomplishment.

2.1.1.4.4.1.6. Specific challenges unique to the operational environment.

2.1.1.4.4.2. Innovative and Effective Use of Maintenance Resources (Weight Factor = 4). **(T-1).** (Recommend four pages) A description of accomplishments in bullet format that show efficient and effective use of maintenance resources

(e.g., personnel, process, facilities, equipment, and technology). Examples of areas that may be included are:

2.1.1.4.4.2.1. Equipment improvement recommendations that resulted in an improved readiness posture.

2.1.1.4.4.2.2. Resource management innovations and improvements.

2.1.1.4.4.2.3. Production control innovations and improvements.

2.1.1.4.4.2.4. Innovative continuous process improvement implementation.

2.1.1.4.4.3. Personnel Quality of Life Programs (Weight Factor = 2). **(T-1).** (Recommend one page) A description of programs or actions in bullet format aimed at improving the motivation or morale of maintenance personnel. Examples of areas that may be included are:

2.1.1.4.4.3.1. Resiliency

2.1.1.4.4.3.2. Safety programs

2.1.1.4.4.3.3. Training Programs

2.1.1.4.4.3.4. Self-help programs

2.1.1.4.4.3.5. Personnel recognition programs

2.1.1.4.4.3.6. Community projects

2.1.1.4.4.3.7. Communications and social media programs

2.1.1.4.4.3.8. Spousal support

2.1.1.4.5. Section 3. Shall include a concise, unclassified, proposed citation in landscape format, single-spaced, 12-point font and will contain 13-18 lines highlighting specific achievements that shall be suitable for use in the awards presentation ceremony. **(T-1).** See AFI 36-2805, *Special Trophies and Awards Attachment 3.*

2.1.1.4.5.1. Requirements. Opening Line: "The (unit) has distinguished itself by accomplishing superior (aircraft, munitions or missile) maintenance during the period 1 October (year) through 30 September (year)." **(T-1).** Closing Line: "The professionalism and commitment to excellence demonstrated by the men and women of the (unit) reflect great credit upon themselves, the (MAJCOM) and the United States Air Force." **(T-1).**

2.1.1.4.6. Closing Page. Optional closing page may be included in package. If included, page will contain only photos, drawings, etc., (will not include summary of action material). **(T-1).**

2.1.1.5. Administrative Procedures. MAJCOMs for each category nominee will upload an electronic copy of each package to the AF/A4L EIS by 15 April. The board for this award is convened by the Office of the Secretary of Defense (OSD).

2.1.2. **Robert T. Mason Award for Depot Maintenance Excellence (AFMC only).** Suspense Date to AFMC: 15 April

2.1.2.1. Background. This award is presented to the outstanding program at a major organic depot-level maintenance facility that exemplifies responsive, transformed, depot-level maintenance support to DoD operating units. See DoDI 1348.30, *Secretary of Defense Maintenance Awards Program,* for additional background.

2.1.2.2. Eligibility. The depot-level competition is for programs within the DoD's major organic depot facilities, i.e. those facilities having more than 400 employees engaged in depot-level maintenance operations. All programs that have been in operation within the depot-level maintenance facility for at least one-half of the competition period (6 months) are eligible to compete. AFMC may submit one nominee per Air Logistics Complex for this award.

2.1.2.3. Contents of Nomination Packages. Mason Award packages are governed by DoDI 1348.30, *Secretary of Defense Maintenance Awards Program,* and shall not exceed 10 pages, excluding the cover, table of contents, and proposed citation. **(T-0).** Include photos in Section 2 to describe text/add emphasis. **(T-0).** Include rank and name of people shown and describe action-taking place in all photos. **(T-0).** Pictures do count in the page total. Other photographs, drawings or depictions of the unit may be displayed on the cover. The award nomination packages shall consist of the following three sections. **(T-0).**

2.1.2.3.1. Section 1. Provide information IAW DoDI 1348.30, *Secretary of Defense Maintenance Awards Program,* enclosure 3. **(T-0).** In addition, include "Key Mission Descriptors and Terms" (AF acronyms that may not be understandable to all Services). (Recommend one page)

2.1.2.3.2. Section 2. Nominees shall list their accomplishments in priority order and identify, where appropriate, how these accomplishments exceeded the baseline of normal performance. **(T-0).** Section 2 shall separately address the areas as follows:

2.1.2.3.2.1. Mission Accomplishments (Weight Factor = 4). **(T-1).** (Recommend three and a half pages) Description of mission accomplishments for the competition period. Accomplishments shall relate to the program's baseline goals and requirements. **(T-0).** Examples of areas that may be included are:

2.1.2.3.2.1.1. Accomplishment of unit's requirements.

2.1.2.3.2.1.2. Special programs such as time compliance and technical order accomplishment.

2.1.2.3.2.1.3. Specific challenges and accomplishments unique to the environment.

2.1.2.3.2.2. Effective Support to Warfighters (Weight Factor = 3). **(T-1).** (Recommend three pages) Description of accomplishments for the competition period that directly relate to warfighter success. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the operational capability and mission accomplishment of warfighting units supported. **(T-0).** Examples of areas that may be included are:

2.1.2.3.2.2.1. Extraordinary support to operational forces.

2.1.2.3.2.2.2. Impact on operational force availability, materiel readiness and

sustainability metrics.

2.1.2.3.2.2.3. Response to unforeseen demands (surge, flexibility, agility).

2.1.2.3.2.2.4. Innovative solutions (local manufacture, cross-training and extraordinary coordination efforts).

2.1.2.3.2.3. <u>Logistics Process Innovation (Weight Factor = 2)</u>. **(T-1).** <u>(Recommend one and a half pages)</u> Description of maintenance-related logistics systems innovations related to program accomplishment. Areas that may be included are:

2.1.2.3.2.3.1. Reliability, maintainability and supportability improvements.

2.1.2.3.2.3.2. Cost avoidance.

2.1.2.3.2.3.3. Improvements in the use of resources.

2.1.2.3.2.3.4. Cycle time improvements.

2.1.2.3.2.3.5. Effective technology insertion in processes and products.

2.1.2.3.2.3.6. Maintenance concept, or process improvement implementation.

2.1.2.3.2.4. <u>Personnel Quality of Life Programs (Weight Factor = 1)</u>. **(T-1).** <u>(Recommend one page)</u> A description of programs or actions in bullet format aimed at improving the motivation or morale of maintenance personnel. Examples of areas that may be included are:

2.1.2.3.2.4.1. Safety programs.

2.1.2.3.2.4.2. Training programs

2.1.2.3.2.4.3. Self-help programs.

2.1.2.3.2.4.4. Personnel recognition programs.

2.1.2.3.2.4.5. Community projects.

2.1.2.3.2.4.6. Communications programs.

2.1.2.3.2.4.7. Spousal support.

2.1.2.3.3. Section 3. Shall include a concise, unclassified, proposed citation in landscape format, single-spaced, Times New Roman 12-point font and will contain 13-18 lines highlighting specific achievements that shall be suitable for use in the awards presentation ceremony. **(T-0).** See AFI 36-2805, *Special Trophies and Awards Attachment 3.*

2.1.2.3.3.1. Citation Requirements. Opening Line: "The (unit) has distinguished itself by accomplishing superior (aircraft, munitions, missile or depot) maintenance during the period 1 October (year) through 30 September (year)." **(T-1).** Closing Line: "The professionalism and commitment to excellence demonstrated by the men and women of (unit) reflect great credit upon themselves, Air Force Materiel Command, and the United States Air Force." **(T-0).**

2.1.2.4. Administrative Procedures**.** AFMC will upload electronic copies of the packages to the AF/A4L EIS by 15 April. The board for this award is convened by the Office of the Secretary of Defense (OSD).

2.2. Surface Distribution and Deployment Command (SDDC) Award for Excellence in Traffic Management. Suspense Date: <u>15 March</u>

2.2.1. **Criteria.** This award recognizes an individual whose performance exemplifies the image of the working-level DoD traffic manager.

2.2.2. **Award Period.** Award period is calendar year (1 Jan – 31 Dec).

2.2.3. **Submission.** Nomination package will be submitted on AF Form 1206, one page without headings, and must be written in narrative format--NOT bullet format. **(T-1).** Submissions must be uploaded to the AF/A4L EIS no later than 15 March.

2.2.4. **Winner Selection/Notification.** AF/A4LR designates a Board President to chair an awards board comprised of Air Staff logistics Field Grade Officers (FGOs), civilians (FGO equivalent), and/or CMSgts to score all packages. AF/A4 will review board results, approve winners and notify SDDC of the winner by letter. Award winners will be announced by message to MAJCOMs, FOAs, DRUs, DLA, ANG or Air Force Element of a Unified or Joint Command vice-commanders.

2.2.5. **Photo Specifics and Proposed Citation.** Within 30 days of release of the award message, MAJCOMs will submit one electronic color photo from waist up in service dress without a hat in jpg format (1 MB or greater in size). Proposed citation will be in landscape format, single spaced, Times New Roman 12-point font and contain 13–18 lines. (See AFI 36-2805, *Special Trophies and Awards*, Attachment 3). Submit citation by uploading it to the AF/A4L Director of Logistics AF/A4L EIS.

2.2.6. **Award Presentation.** Award is presented by the SDDC Commanding General or designee at the annual National Defense Transportation Association Forum.

2.2.7. **See Table 2 1 –** Externally Sponsored Logistics Readiness Individual Awards.

2.3. Department of Defense (DoD) Packaging Awards. Suspense Date: <u>15 January</u>

2.3. (AFRC)Department of Defense (DoD) Packaging Awards. AFRC Suspense Date: <u>8 December</u>

2.3.1. **Criteria.** DoD Packaging Excellence Award and Packaging Achievement Award recognize and honor outstanding individuals or teams of individuals in the DoD packaging community that contribute significantly to the packaging effort. These awards are open to DoD military and civilian individuals or teams of individuals performing packaging functions and/or contributing significantly to the DoD packaging program.

2.3.1.1. Nomination should be based on, but not limited to, at least one of the following:

2.3.1.1.1. An initiated/recommended policy, procedure, or operational change that resulted in a documented reduction in man-hours, costs, or simplified and/or reduced administrative duties.

2.3.1.1.2. Approved suggested awards, accepted engineering change proposals, performance based logistics improvements, validated cost reductions or cost avoidance actions.

2.3.1.1.3. Official performance awards received (e.g. Exceptional/Outstanding Performance Appraisal, Sustained Superior Performance Award, and/or Special Act Awards. An award background statement is required.

2.3.1.1.4. Significant system/operational improvements or enhancements.

2.3.1.1.5. Significantly increased and/or consistently accomplished outstanding production and job performance.

2.3.1.1.6. Novel or unique packaging designs, redesigns, or process improvements resulting in more efficient and cost-effective packaging.

2.3.2. **Award Period.** Award period is fiscal year (1 Oct – 30 Sep).

2.3.3. **Submission.** Nomination packages will not exceed four (4) pages. **(T-0).** Packages will be single-spaced, use Times New Roman 12-point font, and use appropriate award headings. **(T-0).** Headings will be capitalized and bolded (see **Attachment 2** and **Attachment 3** for specific award package criteria). **(T-1).** Additional information is available in DoDM 4140.01-V9, *DoD Supply Chain Materiel Management Procedures: Materiel Programs*. MAJCOMs must upload submissions to the AF/A4L EIS no later than 15 January.

2.3.3. **(AFRC)** AFRC MSG/CCs or designated representatives will electronically load nominations to the applicable AFRC TMT NLT 8 December.

2.3.4. **Winner Selection/Notification.** AF/A4LR designates a Board President to chair an awards board comprised of Air Staff FGOs, civilians (FGO equivalent), and/or CMSgts to score all packages. AF/A4 will review board results, approve winners and notify MAJCOMs, FOAs, DRUs, DLA, ANG or Air Force Element of a Unified or Joint Command vice-commanders by message.

2.3.4. **(AFRC)** To determine the winners, AFRC/A4R will convene a board to select MAJCOM winners. AFRC/A4 will review board results, approve and announce the winners.

2.3.5. **Award Presentation.** Awards are presented by the Deputy Under Secretary of Defense (Logistics & Materiel Readiness) at a ceremony at the Pentagon. Recipient receives certificate of achievement, plaque and a one-year membership in the National Institute of Packaging, Handling and Logistics Engineers.

2.3.5. **(AFRC)** MAJCOM level award winners will be recognized with an award either presented by AFRC/A4 or mailed to the MSG/CCs for presentation.

2.3.6. **See Table 2 1 –** Externally-Sponsored Logistics Readiness Individual Awards.

2.4. National Defense Transportation Association (NDTA) Unit Awards (AD/AFR/ANG). Suspense Date: 15 March

2.4. (AFRC)National Defense Transportation Association (NDTA) Unit Awards (AD/AFR/ANG). AFRC Suspense Date: 9 February

2.4.1. **Background.** These awards honor units that perform unusual/extraordinary and outstanding Logistics Readiness Transportation missions.

2.4.2. **Award Period**. Award period is calendar year (1 Jan – 31 Dec).

2.4.3. **Criteria.** All units (home station and deployed) are eligible to compete for these awards. Units in an operational unit attached to a Geographic Component Command must route nomination packages through the AF MAJCOM component of the respective Combatant Commander (i.e., AFCENT units compete at ACC and a unit located at Diego Garcia would compete through PACAF). **(T-1).**

2.4.4. **Submission.** AF Form 1206 (front side only, no headings, all bullets mission related) is required. MAJCOMs must upload submissions to the AF/A4L EIS no later than 15 March.

2.4.4. **(AFRC)** AFRC MSG/CCs or designated representatives will electronically load nominations to the applicable AFRC TMT NLT 9 February.

2.4.5. **Winner Selection/Notification.** AF/A4LR designates a Board President to chair an awards board comprised of Air Staff FGOs, civilians (FGO equivalent), and/or CMSgts to score all packages. Awards board will select an AD, AFR and ANG winner. AF/A4 will review board results and approve winners.

2.4.5. **(AFRC)** To determine the winner, AFRC/A4R will designate a Board President to chair an award board comprised of AFRC staff logistics Field Grade Officers, (FGOs), civilians (FGO equivalent), and CMSgts, (MAJCOM Functional Managers) to score all packages and select the MAJCOM winner with AFRC/A4R approval. AFRC/A4 will review board results, approve and announce winner.

2.4.6. **Additional Requirement for Winning Unit.** The winning units will send a one-page 8.5 x 11 inch, double-spaced narrative of unit's accomplishments by 1 May to be published in the Defense Transportation Journal. **(T-1).**

2.4.7. **Award Presentation.** Award is presented at the annual NDTA Forum.

2.4.7. **(AFRC)** MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MSG/CC for presentation.

2.4.8. **See Table 2 2 –** Externally-Sponsored Logistics Readiness Unit Awards.

2.5. American Petroleum Institute (API) Trophy Award. Suspense Date: 15 January

2.5. (AFRC)American Petroleum Institute (API) Trophy Award. Suspense Date: 15 January AFRC does not compete with Active Duty units. See **paragraph 2.8**. AFRC American Petroleum Institute (API) Golden Derrick Award.

2.5.1. **Background.** This award recognizes the wing having the best Fuels Management operation to include facility, equipment, and vehicle support from outside the Fuels Management Flight.

2.5.2. **Awards Period.** Award period is fiscal year (1 Oct – 30 Sep).

2.5.3. **Submission.** The nomination package is limited to:

2.5.3.1. Bullet comments submitted on AF Form 1206 (full, front side only). **(T-1).** See paragraph **8.1.1** for AF Form 1206 headings.

2.5.3.2. MAJCOMs must upload submissions to the AF/A4L EIS no later than 15 January.

2.5.4. **Winner Selection/Notification.** The Commander, Air Force Petroleum Agency (AFPA) will chair the awards board, which will be comprised of Air Staff and AFPA members. Board members consist of logistics FGOs, civilians (FGO equivalent), the 2F0X1 Career Field Manager, AFPA/CEM and the Joint Staff Logistics Education Advancement Program SNCO. The awards board will select three finalists. Once finalists are selected, a message will be sent out to each MAJCOM, FOA, DRU, DLA and ANG finalist containing further instructions. The API Evaluation Board will conduct a virtual awards board, evaluating finalist to select a winner. AF/A4 will review board results, approve winners, and notify MAJCOMs, FOAs, DRUs, DLA, and ANG.

2.5.5. **Award Presentation.** Award will be presented in an appropriate forum.

2.5.6. **See Table 2 2 –** Externally-Sponsored Logistics Readiness Unit Awards.

2.6. DoD Award for Supply Chain Operations Excellence. Suspense Date: 1 January

2.6. (AFRC)DoD Award for Supply Chain Operations Excellence. AFRC Suspense Date: 23 December

2.6.1. **Background.** This award recognizes organizations that have made exceptional progress through innovative development or adoption of best supply chain practices. It also provides a showcase for innovative management and technology tools being used to improve supply chain efficiency and effectiveness to enhance support to the warfighter.

2.6.2. **Awards Period.** Award period is calendar year (1 Jan – 31 Dec).

2.6.3. **Submission.** Organizations may submit up to two entries per location. The nomination package requirements change annually: reference attached link for current calendar year instructions, **http://www.acq.osd.mil/log/sci/afe.html**.

2.6.3. **(AFRC)** AFRC MSG/CCs or designated representatives will electronically load nominations to the applicable AFRC TMT NLT 23 December. To determine the winner, AFRC/A4R will designate a Board President to chair an award board comprised of AFRC staff logistics Field Grade Officers, (FGOs), civilians (FGO equivalent), and CMSgts, (MAJCOM Functional Managers) to score all packages and select MAJCOM winner with AFRC/A4R approval. AFRC/A4 will review board results, approve and announce the winner.

2.6.4. **Award Presentation.** Award will be presented in an appropriate forum by the Supply-Chain Council (SCC) and National Defense Industrial Association (NDIA).

2.6.4. **(AFRC)** MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MSG/CC for presentation.

2.6.5. **See Table 2 2 –** Externally-Sponsored Logistics Readiness Unit Awards.

2.7. Automotive Services Excellence (ASE) Professionals Awards. Suspense Date: 1 August

2.7. (AFRC)Automotive Services Excellence (ASE) Professionals Awards. AFRC Suspense Date: 1 July

2.7.1. **Background.** These awards honor ASE-Certified automotive technicians by recognizing their outstanding performance. The awards are sponsored by 24 automotive companies.

2.7.2. **Awards Period.** Award period is 1 Jun - 31 May.

2.7.3. **Submission.** MAJCOMs may only submit one ASE-Certified Technician nomination submission. See **Attachment 4** for nomination information.

2.7.3. **(AFRC)** AFRC MSG/CCs or designated representatives will electronically load nominations to the applicable AFRC TMT NLT 1 July.

2.7.4. **Categories.** See **Attachment 4** for details on all categories and submission information**.**

2.7.5. **Award Presentation.** Awards will be presented to the winners in a ceremony at the ASE awards banquet.

2.7.5. **(AFRC)** Winner Selection/Notification. To determine the winner, AFRC/A4R will convene a board to select MAJCOM winner. AFRC/A4 will review board results, approve and announce the winner.

2.7.6. See **Table 2.2 –** Externally-Sponsored Logistics Readiness Unit Awards.

2.7.7. **(Added-AFRC)** MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MSG/CC for presentation.

Table 2.1. Externally-Sponsored Logistics Readiness Individual Awards.

Award Category	Sponsor	Eligibility	Other Comments
SDDC Award for Excellence in Traffic Management	SDDC	Base-level, AD enlisted member (2T0xx) or equivalent Traffic Management civilian employee (General Schedule-11 (GS-11) or below)	See paragraph 2.2. for nomination package requirements. Period: 1 Jan – 31 Dec Suspense: 15 Mar

DoD Packaging Excellence Award	OSD	Nominee(s) may be an individual or team and must be a General Schedule (GM/GS) employee(s) or a Military Service member(s) (Officer or E-7 and above) and must be a packaging specialist, technologist, engineer, chemist, logistics manager, instructor, or hold a similar position within the packaging community or a directly related field Note: Nominating agencies may nominate an individual or a team for this award but not both.	See paragraph 2.3.1.and Attachment 2 for nomination package requirements. Period: 1 Oct – 30 Sep Suspense: 15 Jan
DoD Packaging Achievement Award	OSD	Nominee(s) (individual or group) must be a wage schedule (WG/WL/WS) employee(s) or enlisted member(s) (E-6 and below) of the Armed Forces, and must work in the packaging or closely related field. Note: Nominating agencies may nominate an individual or a team for this award but not both.	See paragraph 2.3.1. and Attachment 3 for nomination package requirements. Period: 1 Oct – 30 Sep Suspense: 15 Jan

Table 2.1. (AFRC) Externally-Sponsored Logistics Readiness Individual Awards.

Award Category	Sponsor	Eligibility	Other Comments
SDDC Award for Excellence in Traffic Management	SDDC	Base-level, AD enlisted member (2T0xx) or equivalent Traffic Management civilian employee (General	See paragraph 2.2 for nomination package requirements. Period: 1 Jan – 31 Dec

		Schedule-11 (GS-11) or below)	Suspense: 15 Mar
DoD Packaging Excellence Award	OSD	Nominee(s) may be an individual or team and must be a General Schedule (GM/GS) employee(s) or a Military Service member(s) (Officer or E-7 and above) and must be a packaging specialist, technologist, engineer, chemist, logistics manager, instructor, or hold a similar position within the packaging community or a directly related field Note: Nominating agencies may nominate an individual or team for this award buy not both.	See paragraph 2.3.1. and Attachment 2 for nomination package requirements. Period: 1 Oct – 30 Sep Suspense: 15 Jan AFRC Suspense: 8 December
DoD Packaging Achievement Award	OSD	Nominee(s) (individual or group) must be a wage schedule (WG/WL/WS) employee(s) or enlisted member(s) (E-6 and below) of the Armed Forces, and must work in the packaging or closely related field. Note: Nominating agencies may nominate an individual or a team for this award but not both.	See paragraph 2.3.1. and Attachment 3 for nomination package requirements. Period: 1 Oct – 30 Sep Suspense: 15 Jan AFRC Suspense: 8 December

Table 2.2. Externally Sponsored Logistics Readiness Unit Awards.

Award Category	Sponsor	Eligibility	Period of Award/ When To Submit

NDTA Military Unit Award (AD)	NDTA	Any AD base-level unit that is conducting an operational Logistics Readiness transportation mission and is designated a squadron or higher-level unit.	See paragraph 2.4.4. for nomination package requirements. Period: 1 Jan – 31 Dec Suspense: 15 Mar
NDTA Military Unit Award (Reserve)	NDTA	Any AFR base-level unit that is conducting an operational Logistics Readiness transportation mission and is designated a squadron or higher-level unit.	See paragraph 2.4.4. for nomination package requirements. Period: 1 Jan – 31 Dec Suspense: 15 Mar
NDTA Military Unit Award (ANG)	NDTA	Any ANG base-level unit that is conducting an operational Logistics Readiness transportation mission and is designated a squadron or higher-level unit.	See paragraph 2.4.4. for nomination package requirements. Period: 1 Jan – 31 Dec Suspense: 15 Mar

API Trophy Award (AD/ARC)	API	Any AF Base Fuels Management Offices (BFMO) that support flying missions.	See paragraph 2.5.3. for nomination package requirements. Period: 1 Oct – 30 Sep Suspense: 15 Jan
DoD Award for Supply Chain Operational Excellence (honors organizations that have made exceptional progress through innovative development or adoption of best supply chain practices.)	SCC/NDIA	Any DoD Organizations that operate significant components of a supply chain may submit two packages per location.	See paragraph 2.6.3. for nomination package information. Note: Award instructions change each year. See attached link for details. Period: 1 Jan – 31 Dec Suspense: 1 Feb http://www.acq.osd.mil/log/sci/afe.html
ASE Service Professionals Awards	ASE & Automotive Companies	Any DoD Organizations that have ASE-Certified Automotive Technicians	See paragraph 2.7.3. and Attachment 5 for nomination package requirements. Period: 1 Jun - 31 May Suspense: 1 Aug

Table 2.2. (AFRC) Externally Sponsored Logistics Readiness Unit Awards.

Award Category	Sponsor	Eligibility	Period of Award/ When To Submit

NDTA Military Unit Award (AD)	NDTA	Any AD base-level unit that is conducting an operational Logistics Readiness transportation mission and is designated a squadron or higher-level unit.	See paragraph 2.4.4. for nomination package requirements. Period: 1 Jan – 31 Dec Suspense: 15 Mar
NDTA Military Unit Award (Reserve)	NDTA	Any AFR base-level unit that is conducting an operational Logistics Readiness transportation mission and is designated a squadron or higher-level unit.	See paragraph 2.4.4. for nomination package requirements. Period: 1 Jan – 31 Dec Suspense: 15 Mar AFRC Suspense: 9 February
NDTA Military Unit Award (ANG)	NDTA	Any ANG base-level unit that is conducting an operational Logistics Readiness transportation mission and is designated a squadron or higher-level unit.	See paragraph 2.4.4. for nomination package requirements. Period: 1 Jan – 31 Dec Suspense: 15 Mar
API Trophy Award (AD/ARC)	API	Any AF Base Fuels Management Offices (BFMO) that support flying missions.	See paragraph 2.5.3. for nomination package requirements. Period: 1 Oct – 30 Sep Suspense: 15 Jan

DoD Award for Supply Chain Operational Excellence (honors organizations that have made exceptional progress through innovative development or adoption of best supply chain practices.)	SCC/NDIA	Any DoD Organizations that operate significant components of a supply chain may submit two packages per location.	See paragraph 2.6.3. for nomination package information. Note: Award instructions change each year. See attached link for details. Period: 1 Jan – 31 Dec Suspense: 1 Feb http://www.acq.osd.mil/log/sci/afe.html
ASE Service Professionals Awards	ASE& Automotive Companies	Any DoD Organizations that have ASE-Certified Automotive Technicians	See paragraph 2.7.3. and Attachment 5 for nomination package requirements. Period: 1 Jun – 31 May Suspense: 1 Aug AFRC Suspense: 1 July
AFRC American Petroleum Institute (API) Golden Derrick Award.	AFRC/A4	Any Traditional Reserve Fuels Flight	AFRC Suspense: 15 January

2.8. (Added-AFRC) AFRC American Petroleum Institute (API) Golden Derrick Award.

2.8.1. **(Added-AFRC)** Background. The American Petroleum Institute (API) Award is presented annually to the best fuels operation in each branch of service. For the USAF, MAJCOMs select their best unit to compete at the AF level. AFRC does not compete with Active Duty units. AFRCs Golden Derrick Award recognizes the unit that excelled in performance, effectively utilized resources to obtain training to meet assigned UTC requirements, and provided outstanding mission support.

2.8.2. **(Added-AFRC)** Awards Period. Award period is fiscal year (1 Oct – 30 Sep).

2.8.3. **(Added-AFRC)** Restrictions. Civilians/Contractors do not compete for the Golden Derrick Award. AFRC units shall not combine their unit or individual statistics, programs, achievements or accomplishments with their host. When collecting fuels data from the FuelsManager® Defense (FMD) or other system of record(s), ensure AFRC units are separated from the host base. As an example, units should not combine fuel quantities or total number of servicing with their host.

2.8.4. **(Added-AFRC)** Nomination Packages. Nomination packages should be results-oriented, focus on direct mission accomplishment (peacetime and deployed), and effective use of resources. The headings listed below are mandatory and will be used to separate achievements into the appropriate areas. Nomination packages will be submitted on an AF Form 1206 (front side only). Submissions will be one page, single spaced, and 15 lines plus the two headings of "Direct Mission Support" and "Innovative Management" for a total of 17 lines. Write single line accomplishment, impact bullet statements. Do not use sub-bullets and/or wrap around/carry-over line bullets. There is no set amount of bullets required under each heading as each line is graded individually; units have discretion to place bullets under the header that they feel is most appropriate.

2.8.4.1. **(Added-AFRC)** DIRECT MISSION SUPPORT. Describe actions/programs within the unit that directly support the mission. Consider significant unit accomplishments, support to wing, MAJCOM and AF or DoD mission, operational deployments, exercise or inspection results, adaptability to unusual or difficult situations, etc., in this section. Units should not have more than 3 deployment bullets; should avoid individual (2F0X1) single accomplishment/impact bullets; and should not be individualized unless the accomplishment can be incorporated as part of the overall unit accomplishment/impact bullet statement. Units should avoid using deployed location(s) total numbers, statistics, data, or percentages. Units should use numbers, statistics, data, or percentages on what they actually performed and accomplished at the deployed location(s).

2.8.4.2. **(Added-AFRC)** INNOVATIVE MANAGEMENT. Describe initiatives or programs that impact and improve training and readiness capabilities to meet assigned UTCs. Consider resource management innovations and training improvements, process improvements, resource effectiveness, training program initiatives, etc., in this section.

2.8.5. **(Added-AFRC)** Submission. AFRC MSG/CC or designated representative will electronically load nominations to the applicable AFRC TMT NLT 15 January.

2.8.6. **(Added-AFRC)** Winner Selection/Notification. AFRC/A4 will chair the awards board. The awards board will select three finalists. Subsequently, a second review will determine the winner. If funds are available, AFRC will conduct site visit evaluations at the finalists' locations in addition to second panel reviews to determine the winner. AFRC/A4 will notify the selected unit no later than the month of May.

2.8.7. **(Added-AFRC)** Award Presentation. The Golden Derrick Award is presented at home station by the AFRC/A4 unless delegated to the NAF, Wing, or appropriate commander.

Chapter 3

CSAF-LEVEL AWARDS

3.1. Air Force Chief of Staff Awards. The CSAF has approved two awards to promote maintenance excellence at the MAJCOM and Program Office level. These awards are based on performance over the past fiscal year and reward the organization (MAJCOM and Program Office) that demonstrates the most improvement from the previous year. At the end of each fiscal year, AF/A4L will perform the calculations on rates (see paragraphs **3.1.1.3** and **3.1.2.3)** for both awards and select the award winner.

3.1.1. **Gen Wilbur L. Creech Maintenance Excellence Award.**

3.1.1.1. Background. This award recognizes the MAJCOM demonstrating the most improved performance in the category of aircraft maintenance and logistics readiness for each fiscal year.

3.1.1.2. Eligibility. All MAJCOMs are eligible for this award. There is no unit-generated package required. However, the winning MAJCOM will post an electronic copy of a citation to the AF/A4L EIS within 30 days of notification. Proposed citation will be in landscape format, single-spaced, 12-point font and contain 13–18 lines IAW AFI 36-2805, *Special Trophies and Awards*, Attachment 3. This citation will be read at the presentation ceremony.

3.1.1.3. Criteria. The winner is determined by calculating the improvement for a predetermined set of metrics (at the MAJCOM aggregate level) and multiplying each metric by a corresponding weighted value. The metrics are Mission Capable (MC) Rate, Total Not Mission Capable Maintenance (TNMCM) Rate, Total Not Mission Capable Supply (TNMCS) Rate and Cannibalization (CANN) Rate.

3.1.1.3.1. MC Rate (Weight Factor = .46)

3.1.1.3.2. TNMCM Rate (Weight Factor = .18)

3.1.1.3.3. TNMCS Rate (Weight Factor = .18)

3.1.1.3.4. CANN Rate (Weight Factor = .18)

3.1.1.4. Winner Notification/Presentation. AF/A4 approves the winner and will notify MAJCOMs by message. The award is presented by the CSAF at a ceremony in the Pentagon.

3.1.2. **Dr. James G. Roche Sustainment Excellence Award.**

3.1.2.1. Background. This award recognizes the AFMC aircraft Program Office (or equivalent) that, while supporting the fleet, demonstrated the most improved performance in the category of sustainment for each fiscal year.

3.1.2.2. Eligibility. All AFMC aircraft Program Offices (or equivalent) are eligible for this award. There is no unit-generated package required. AFMC will post an electronic copy of a citation to the AF/A4L EIS within 30 days of notification. Proposed citation will be in landscape format, single spaced, 12-point font and contain 13–18 lines. (See

AFI 36-2805, *Special Trophies and Awards*, Attachment 3). This citation will be read at the presentation ceremony.

3.1.2.3. **Criteria.** The winner is determined by calculating the improvement for a predetermined set of metrics (at the Mission Design Series (MDS) aggregate level) for those systems managed by the Program Office and multiplying each metric by a corresponding weighted value. The metrics are Aircraft Availability Rate, MC Rate, TNMCM Rate, TNMCS Rate and CANN Rate.

    3.1.2.3.1. Aircraft Availability Rate (Weight Factor = .24)

    3.1.2.3.2. MC Rate (Weight Factor = .26)

    3.1.2.3.3. TNMCM Rate (Weight Factor = .18)

    3.1.2.3.4. TNMCS Rate (Weight Factor = .18)

    3.1.2.3.5. CANN Rate (Weight Factor = .14)

3.1.2.4. Winner Notification/Presentation. AF/A4 approves the winner and will notify AFMC by message. The award is presented by the CSAF at a ceremony in the Pentagon.

Chapter 4

DEPUTY CHIEF OF STAFF FOR INSTALLATIONS, LOGISTICS AND MISSION SUPPORT AWARDS

4.1. The Deputy Chief of Staff for Installations, Logistics and Mission Support (AF/A4) Awards. The AF/A4 Awards Program recognizes individuals within the installations and logistics community for their outstanding contributions to the success of the Air Force and Department of Defense (DoD) mission. Eligibility criteria for this award applies to the HAF, MAJCOMs/subordinate units, FOAs/DRUs and Air National Guard.

  4.1.1. **The General Thomas P. Gerrity Award (Individual).** Suspense Date: 15 March

  4.1.1. **(AFRC)** AFRC Suspense Date: 9 February

    4.1.1.1. Background. This award recognizes individuals for outstanding contributions to logistics operations, management, business processes and the success of logistics operations worldwide. General Thomas P. Gerrity was the Commander, Air Force Logistics Command. He entered military service in 1939 as an aviator and served successive tours as a bomber pilot with 49 combat missions. He entered the logistics and materiel management field in 1942 as a project officer for B-25, B-26, B-29 and B-36 bombers. In 1962, after several command and staff tours, General Gerrity was named Deputy Chief of Staff for Systems and Logistics, Headquarters Air Force. In his last assignment, General Gerrity's leadership and vision drove numerous management initiatives that ensured aircraft, missiles and support equipment operated at top efficiency. The Air Force Association (AFA) sponsors the General Thomas P. Gerrity Award.

    4.1.1.2. Nomination Criteria.

      4.1.1.2.1. Eligibility. See **Table 4.1**

      4.1.1.2.2. Routing. Each MAJCOM, FOA, DRU and the ANG may submit one nomination for each category as specified in the eligibility requirements for each award.

    4.1.1.3. Award Period. The award covers the calendar year (1 Jan – 31 Dec).

    4.1.1.4. Submission. Individual nomination packages will be 30 lines including headers on the AF Form 1206. **(T-1).** Nomination packages will be single-spaced, use appropriate award headings and be in bullet format. **(T-1).** Individual nomination packages for the Gerrity award must include email addresses for the nominee and nominating commander. **(T-1).** MAJCOMs must upload packages to the AF/A4L EIS no later than 15 March.

    4.1.1.4. **(AFRC)** MSG and MXG/CCs or designated representatives will electronically load nomination packages to AFRC TMT no later than 9 February.

    4.1.1.5. Citation Requirements. Citations are only required after selection of winners are announced. Proposed unclassified citations will be in landscape format, 12-point font, 13-18 lines, fully justified and single-spaced paragraph with one-inch borders. **(T-1).** Use the following opening and closing sentences: Opening line, "(grade, name,

organization) is the winner of the (insert full name of award) for (year)." Closing line: "(grade, name) has demonstrated professionalism and dedication in the performance of outstanding service to the logistics community." **(T-1).**

4.1.1.6. Winner Selection/Notification. AF/A4LR designates a Board President to chair an awards board comprised of Air Staff logistics officers and civilians to score all packages. Board will evaluate and recommend the top three candidates to the AF/A4, who upon review and concurrence will submit up to three nominees to the AFA for final selection. AF/A4 will notify the MAJCOMs by message.

4.1.1.6. **(AFRC)** To determine individual category winner, AFRC/A4R will convene a board of representatives from all logistics functions (FGO or civilian equivalent) to select MAJCOM winner. AFRC/A4 will review board results, approve and announce winner.

4.1.1.7. Awards Presentation. Once AFA makes the final selection, AFA will make all notifications, announcements and press releases. Award will be presented at the annual AFA Convention.

4.1.1.7. **(AFRC)** The MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the appropriate Commander for presentation.

Table 4.1. General Thomas P. Gerrity Logistics Award (Individual).

Sponsor and Purpose	Sponsored by the AFA. Established in 1967 to recognize an individual who has made an outstanding contribution to AF logistics.
Who May Nominate?	MAJCOMs and each Deputy Chief of Staff or comparable office at HQ USAF. Only one nomination per MAJCOM is allowed.
Who is Eligible?	The nominee must be a US citizen who is a USAF Field Grade Officer or civilian equivalent (GS-12 through GS-15).
Period of Award and When to Submit	The basis for the award will be for accomplishments during the preceding year (1 Jan - 31 Dec). The actual award will reflect the current year. (Example: CY13 accomplishments will be used for CY14 award.) Submissions must be

Memorial Award Nomination Package Format	Use the following headers for developing bullet statements: 1. ACHIEVEMENTS WHICH IMPROVED MANAGEMENT AND ORGANIZATIONAL OBJECTIVES 2. EFFECTIVE UTILIZATION AND MANAGEMENT OF RESOURCES 3. IMPACT ON OTHER ASPECTS OF THE AIR FORCE MISSION 4. SIGNIFICANT CONTRIBUTIONS TO LOGISTICS MANAGEMENT AND SUPPORT
Selection Process	AF/A4LR designates a Board President to chair an awards board comprised of Air Staff logistics officers and civilians to score all packages. All officers and civilians on the board will be FGOs or civilian equivalents. Board will evaluate and recommend the top three candidates to the AF/A4, who upon review and concurrence will submit up to three
Notification and Presentation	AFA will make all notifications, announcements and press releases. Award will be presented at the annual AFA Convention.

Table 4.1. (AFRC) General Thomas P.

Sponsor and Purpose	Sponsored by the AFA. Established in 1967 to recognize an individual who has made an outstanding contribution to AF logistics.
Who May Nominate?	MAJCOMs and each Deputy Chief of Staff or comparable office to HQ USAF. Only one nomination per MAJCOM is allowed.
Who is Eligible?	The nominee must be a US citizen who is a USAF Field Grade Officer or civilian equivalent (GS-12 through GS-15).
Period of Award and When To Submit	The basis for the award will be for accomplishments during the preceding year (1 Jan – 31 Dec). The actual award will reflect the current year. (Example: CY13 accomplishments will be used for CY14 award). Submissions must be uploaded to the AF/A4L EIS no later than 15 Mar.

	AFRC submissions must be uploaded to the applicable AFRC TMT no later than 9 February
Memorial Award Nomination Package Format	Use the following headers for developing bullet statements: 1. ACHIEVEMENTS WHICH IMPROVED MANAGEMENT AND ORGANIZATIONAL OBJECTIVES 2. EFFECTIVE UTILIZATION AND MANAGEMENT OF RESOURCES 3. IMPACT ON OTHER ASPECTS OF THE AIR FORCE MISSION 4. SIGNIFICANT CONTRIBUTIONS TO LOGISTICS MANAGEMENT AND SUPPORT 5. POLICIES OR PROCEDURES DEVELOPED THAT RESULTED IN FINANCIAL SAVINGS 6. INDIVIDUAL LEADERSHIP AND MANAGEMENT QUALITIES
Selection Process	AF/A4LR designates a Board President to chair an awards board comprised of Air Staff logistics officers and civilians to score all packages. All officers and civilians on the board will be FGOs or civilian equivalents. Board will evaluate and recommend the top three candidates to the AF/A4, who upon review and concurrence will submit up to three nominees to the AFA for final selection.
Notification and Presentation	AFA will make all notifications, announcements and press releases. Award will be presented at the annual AFA Convention.

Chapter 5

DIRECTORATE OF LOGISTICS INDIVIDUAL MAINTENANCE AWARDS

5.1. Individual Maintenance Awards. The Directorate of Logistics (AF/A4L) manages the General Lew Allen, Jr., Trophy, the Lieutenant General Leo Marquez Award and the CMSAF Thomas N. Barnes (Crew Chief of the Year) Award.

5.1.1. Guidelines for Individual Maintenance Awards Information.

5.1.1.1. Nomination Timing.   All individual award nomination packages will be electronically uploaded by the MAJCOMs to AF/A4L EIS on or before the prescribed date.

5.1.1.2. Nomination Procedures for Individual Awards.   Only one nomination per MAJCOM per category is allowed.   Award packages for personnel nominated for an individual award (Allen, Marquez or Barnes) will be submitted per the guidelines in paragraph **5.1.1.3**

5.1.1.3. Use of AF Form 1206.

5.1.1.3.1. Requirements/Evaluation Factors.   Use capital letters for the following headings in the SPECIFIC ACCOMPLISHMENTS block of the AF Form 1206. **(T-1).**   When writing packages, ensure attention is paid to the weighted factors and categories (the greatest number of facts should be in the most heavily weighted areas).   Evaluation factors shall be weighted during the selection process for all three awards (Allen, Marquez and Barnes) as follows:

5.1.1.3.1.1. SUSTAINED JOB PERFORMANCE (Weight Factor = .4). **(T-1).** (Recommend 10 bullets in this section)   Information regarding direct sortie generation involvement is required for Allen and Barnes awards; optional for Marquez awards.

5.1.1.3.1.2. JOB EFFICIENCY AND RESULTS (Weight Factor = .3). **(T-1).** (Recommend eight bullets in this section)

5.1.1.3.1.3. JOB KNOWLEDGE (Weight Factor = .2). **(T-1).** (Recommend five bullets in this section)

5.1.1.3.1.4. OTHER CONSIDERATIONS (Weight Factor = .1).   **(T-1).** (Recommend three bullets in this section) This section will not include more of the above sustained job performance, job efficiency and results, or job knowledge data; may include awards and recognition information.

5.1.1.3.2. Use of the AF Form 1206 is required. **(T-1).** The AF Form 1206 will be limited to 30 lines (including headers). **(T-1).** Additional wording is not allowed on heading lines. **(T-1).**

5.1.1.3.3. All information at the top of the AF Form 1206 must be completed. **(T-1).** Note: For the CMSAF Barnes Award, include assigned weapons system mission design series (MDS) in parenthesis in the Duty Air Force Specialty Code (DAFSC)/Duty Title block, if applicable. [e.g. (B-1B)].

5.1.1.3.4. Bullet statements will be used. **(T-1).** The entire bulleted portion will be single-spaced with no blank lines between major bullets and no blank lines between section headings. **(T-1).**

5.1.1.3.5. Bullet statements should be written in a style that describes a particular action, its result and finally its impact to the unit, MAJCOM, Air Force or beyond.

5.1.1.3.6. An acronym list is required. **(T-1).**

5.1.1.3.7. Units and MAJCOMs must screen all submissions for classified data. **(T-0).** Packages determined to have classified data will be removed from competition.

5.1.1.4. Proposed Citation. Prepared only after selection of winner is announced. Proposed citations will be in landscape format, 12-point font, single-spaced and contain 13-18 lines) IAW AFI 36-2805, *Special Trophies and Awards*. **(T-1).** Submissions must be uploaded to the AF/A4L EIS.

5.1.1.5. Restriction. An individual will only be submitted for one award in the same year/time period for the following awards: General Lew Allen, Jr., Lt Gen Leo Marquez (any category), and CMSAF Thomas N. Barnes Crew Chief of the Year.

5.1.2. **General Lew Allen, Jr. , Trophy.** Suspense Date: <u>1 August</u>

5.1.2. **(AFRC)** AFRC Suspense Date: <u>6 July</u>

5.1.2.1. Background. This award recognizes two categories of base-level individuals directly involved in sortie generation: 1) Aircraft, munitions or missile maintenance officers, 2) Senior Noncommissioned Officers. General Lew Allen Jr., was the tenth chief of staff of the USAF. He graduated from the United States Military Academy in 1946 and served as a bomber pilot in Strategic Air Command. His early career was punctuated by multiple assignments in nuclear capable units and he earned a PhD in Physics in 1954. He continued to serve as a pioneer in scientific and research projects throughout his career, which culminated as Commander Air Force Systems Command in 1977, followed by Chief of Staff, USAF in 1978.

5.1.2.2. Award Period. Award period is 1 Jun - 31 May.

5.1.2.3. Submission. MAJCOMs electronically load packages no later than <u>1 August</u> to the AF/A4L EIS. See 5.1.1.3. for specific package guidelines.

5.1.2.3. **(AFRC)** MXG/CCs or designated representatives will electronically load nomination packages to the applicable AFRC TMT no later than 6 July. (T-2).

5.1.2.4. Proposed Citation Specifics. Opening line: "(Rank and name) has been selected to receive the General Lew Allen, Jr., Trophy for (year) in recognition of (his/her) outstanding contributions to sortie generation while assigned as (duty title, unit, base)." **(T-1).** Closing line: "The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM) and the United States Air Force." **(T-1).** Citations will only be prepared once winners are announced.

5.1.2.5. Biography. Prepared only after selection of winner is announced (see AFI 36-2805, *Special Trophies and Awards*, Attachment 2 for biography format)**.** MAJCOMs submit a biography for each winner per official message released by AF/4LR. Submissions must be uploaded to the AF/A4L EIS.

5.1.2.6. Winner Selection/Notification. AF/A4LM designates a board president to chair an awards board comprised of Air Staff FGOs, civilians (GS-12 to GS-15) and/or CMSgts to score all packages. AF/A4 will review board results, approve winners and notify MAJCOMs by message.

5.1.2.6. **(AFRC)** To determine individual category winners, AFRC/A4M will convene a board to select MAJCOM winners. AFRC/A4 will review board results, approve and announce winners.

5.1.2.7. Award Presentation. CSAF will present a Lew Allen recognition trophy to each winner at a ceremony at the Pentagon.

5.1.2.7. **(AFRC)** MAJCOM level award winners will be recognized with an award either presented by AFRC/A4 or mailed to the MXG/CCs for presentation.

5.1.3. **Lieutenant General Leo Marquez Award.** Suspense Date: 15 January

5.1.3. **(AFRC)** AFRC Suspense Date: 8 December

5.1.3.1. Background.   This award recognizes base-level military and civil service aircraft, munitions, and missile maintenance personnel who perform hands-on maintenance or manage a maintenance function. Lieutenant General Leo Marquez served as the Deputy Chief of Staff, Logistics and Engineering, Headquarters Air Force, from 1983 to 1987. General Marquez graduated from New Mexico State University in 1954 and initially served as an F-86 and F-102 pilot. He trained as an aircraft maintenance officer in 1962 and commanded the 325th Organizational Maintenance Squadron at McChord AFB. Following a tour in Vietnam, he supported the integration of the F-111 into Tactical Air Command from 1970 to 1973. As a senior maintenance leader, he was deputy chief of staff for plans and programs at Headquarters, Air Force Logistics Command, followed by command of the Ogden Air Logistics Center from 1981 to 1983.

5.1.3.2. Award Period. The award covers the fiscal year (1 Oct – 30 Sep).

5.1.3.3. Submission.   MAJCOMs electronically upload packages no later than 15 January to AF/A4L EIS. See **5.1.1.3** for specific package guidelines.

5.1.3.3. **(AFRC)** MXG/CCs or designated representatives will electronically load nomination packages to the applicable AFRC TMT NLT 8 December. (T-2).

5.1.3.4. Proposed Citation Specifics. Opening line: "(Rank and name) has been selected to receive the Lieutenant General Leo Marquez Award as the outstanding (Category) of (year)." **(T-1).** Closing line: "The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM) and the United States Air Force." **(T-1).** Citations will only be prepared once winners are announced. **(T-1).**

5.1.3.5. Categories. See **Table 5.1**

Table 5.1. Lieutenant General Leo Marquez Award AF Form 1206 Entry Categories.

Category	Eligible Personnel	AF Form 1206 Entry (CATEGORY)

Field Grade Manager	Maj – Lt Col	Field Grade Aircraft Maintenance or Field Grade Munitions/Missile Maintenance
Company Grade Manager	2d Lt – Capt	Company Grade Aircraft Maintenance and Company Grade Munitions/Missile Maintenance
Civilian Manager	GS-7 - GS-15; WG-12 - WG-15; WS-8 - WS-19;	Civilian Manager Aircraft Maintenance and Civilian Manager Munitions/Missile Maintenance
Supervisor Manager	MSgt - CMSgt	Senior Noncommissioned Officer (SNCO) Aircraft Maintenance and SNCO Munitions/Missile Maintenance
Technician Supervisor	SSgt - TSgt	Noncommissioned Officer (NCO) Aircraft Maintenance and NCO Munitions/Missile Maintenance
Civilian Technician	GS1 - GS6; WG1 – WG11; WS1 – WS7; WL1 - WL-5	Civilian Technician Aircraft Maintenance and Civilian Technician Munitions/Missile Maintenance
Technician	SrA and below	Airman Aircraft Maintenance and Airman Munitions/Missile Maintenance

5.1.3.6. Maintenance Awards Board Composition (Lt Gen Leo Marquez only). Unit, MAJCOM and HAF Aircraft Maintenance and Munitions/Missile awards boards will be convened by functional groups; and board members will be from the Air Force Specialty Codes (AFSCs) within those groups. **(T-1).** For example, all Munitions/Missile Maintenance nominations will be evaluated and scored by an equal representation of board members from 2WXXX, 2MXXX and 21MX AFSCs as applicable. The same process will be adhered to for Aircraft Maintenance nominations. **(T-1).**

5.1.3.7. Winner Selection/Notification. To determine individual category winners, AF/A4LM designates a board president to chair an awards board of Air Staff FGOs, CMSgts, and civilian aircraft, munitions and/or missile maintenance managers to score all packages. AF/A4 will review board results, approve winners and notify the MAJCOMs.

5.1.3.7. **(AFRC)** To determine individual category winners, AFRC/A4M will convene a board to select MAJCOM winners. AFRC/A4 will review board results, approve and announce winners.

5.1.3.8. Award Presentation. Awards will be mailed to the units for wing presentations.

5.1.3.8. **(AFRC)** MAJCOM level award winners will be recognized with an award either presented by AFRC/A4 or mailed to MXG/CCs for presentation.

5.1.4. **CMSAF Thomas N. Barnes Award (Crew Chief of the Year Award).** Suspense Date: 15 March

5.1.4. **(AFRC)** AFRC suspense date: 9 February

5.1.4.1. Background. The AFA recognizes the crew chief with the most significant contribution to the AF operational mission. Base-level military and civil service aircraft crew chiefs, regardless of AFSC are eligible for this award. CMSAF Thomas N. Barnes served as the Chief Master Sergeant of the Air Force from 1973 to 1977. CMSAF Barnes' career began as a flight engineer; he later served as a crew chief on B-25, C-47, B-52D/G and F-4 aircraft. Following a year at Ubon, Thailand, in the illustrious 8th Tactical Fighter Wing, he returned to Laughlin AFB, Texas, serving in positions culminating as the Senior Enlisted Advisor to the Commander, 3646 Pilot Training Wing. He performed duty as Senior Enlisted Advisor, Air Training Command prior to his final assignment as CMSAF. He was the first African-American Senior Enlisted Advisor in any of the Armed Forces of the United States.

5.1.4.2. Award Period. The award covers the calendar year (1 Jan – 31 Dec).

5.1.4.3. Submission. MAJCOMs electronically upload packages no later than 15 March to the AF/A4L EIS. See **5.1.1.3** for specific package guidelines.

5.1.4.3. **(AFRC)** MXG/CCs or designated representatives will electronically load nomination packages to the applicable AFRC TMT NLT 9 February.

5.1.4.4. Proposed Citation Specifics. Opening Line: "(Rank and name) has been selected as the (year) Air Force Crew Chief of the Year in recognition of (his/her) outstanding contributions while assigned as a/an (MDS) crew chief at (unit, base)." **(T-1).** Closing Line: "The outstanding contributions of (rank and name) in a demanding mission support role reflect credit upon (himself/herself), the (MAJCOM) and the United States Air Force." **(T-1).**

5.1.4.5. Winner Selection/Notification. AF/A4LM designates a board president to chair an awards board (comprised of maintenance FGOs and Chiefs at the Air Staff) to review all MAJCOM nominations and select one winner. AF/A4 reviews board results, approves winner and notifies the MAJCOMs by message.

5.1.4.5. **(AFRC)** To determine the winner, AFRC/A4M will convene a board to select MAJCOM winner. AFRC/A4 will review board results, approve and announce the winner.

5.1.4.6. Award Presentation. AF/A4L notifies AFA of winner by letter. The AFA presents the official award at the National AFA convention held each fall (normally September) in Washington, DC.

5.1.4.6. **(AFRC)** MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MXG/CC for presentation.

Chapter 6

DIRECTOR OF LOGISTICS INDIVIDUAL LOGISTICS READINESS AWARDS

6.1. Purpose. The annual Logistics Readiness individual awards recognize individuals who excelled in performance and made outstanding contributions to the AF or DoD Logistics Readiness mission.

6.1.1. **Nomination Packages.** All AF/A4L-sponsored individual award packages will be submitted electronically on AF Form 1206 and will not exceed 30 lines (including headers) and should be results-oriented and focus on performance, mission accomplishment, team building and leadership. **(T-1).** Use the following header for all individual Logistics Readiness awards (Exception: General Lew Allen Award): "JOB PERFORMANCE IN PRIMARY DUTIES" **(T-1).** Bullets must be functionally related and will not include references to off-duty related activities unless those activities can be tied directly to mission accomplishment. **(T-1).**

6.1.1.1. Use of the AF Form 1206 is required. **(T-1).** The AF Form 1206 will be limited to 30 lines (including headers). **(T-1).** Additional wording is not allowed on heading lines. **(T-1).**

6.1.1.2. All information at the top of the AF Form 1206 must be completed. **(T-1).**

6.1.1.3. Bullet statements will be used. **(T-1).** The entire bulleted portion will be single-spaced with no blank lines between major bullets and no blank lines between section headings. **(T-1).**

6.1.1.4. Bullet statements should be written in a style that describes a particular action, its result and finally its impact to the unit, MAJCOM, Air Force or beyond.

6.1.1.5. An acronym list will be required for all awards. **(T-1).**

6.1.1.6. Units and MAJCOMs must screen all submissions for classified data. **(T-0).** Packages determined to have classified data will be removed from competition.

6.1.1.7. MAJCOMs must upload award packages on the AF/A4L EIS within the prescribed timeframes.

6.1.2. **Award Eligibility.** Award eligibility is outlined in **Table 6.1** through **Table 6.2**.

6.1.2.1. Personnel assigned to AFPA, Air Force Office of Special Investigation headquarters or field agencies, Air Force News Agency, Joint Communications Support Elements, DLA and the AFMC/DLA Enlisted and Officer Career Broadening Programs will compete under their fixed COCOM, DRU, FOA or MAJCOM for the LogR Staff Awards.

6.1.2.2. Personnel assigned to the 635th Supply Chain Operations Wing (SCOW) will compete under base-level categories and nominations will be routed, boarded and submitted through AFMC to AF/A4LR. **(T-1).**

6.1.2.3. Each of these units/agencies will consolidate individual award submissions and are only authorized to submit one nomination package per category to AF/A4LR. Personnel assigned to an AF or non-AF Joint Personnel Property Shipping Office

(JPPSO) will compete under base-level categories, all JPPSO nominations will be submitted to HQ Elements PPA to board, and HQ Element PPA will submit nominations through AFDW/A4R/M to AF/A4LR.

6.1.2.4. Nominees must have held the rank appropriate for the award for at least six months of the award period. **(T-1).**

6.1.2.5. Nominees must have been in nominating unit for at least six months of the award period. **(T-1).**

6.1.2.6. Civilians must be DoD employees or local national employees hired by and/or paid from appropriated funds, directly or indirectly. **(T-1).** Foreign host nationals and third country civilians hired by and paid for through host national funds are not eligible. **(T-0).**

6.1.2.7. Individuals who have won USAF-level awards cannot be nominated to the Air Staff in the same award category the following year. **(T-1).** However, they may be nominated in another category.

6.2. Award Nomination Information. Suspense Date: <u>15 January</u>

6.2. (AFRC)Award Nomination Information. AFRC Suspense Date: <u>8 December</u>.

6.2.1. **Reference.** Refer to **Table 6.1** through **Table 6.2** for all individual awards.

6.2.2. **Award Period**. Award period is fiscal year (1 Oct – 31 Dec).

6.2.3. **Submission.** MAJCOMs electronically load packages no later than <u>15 January</u> to the AF/A4L EIS. **(T-1).** See 6.1.1. for specific package guidelines.

6.2.3. **(AFRC)** MSG/CCs or designated representatives will electronically load nomination packages to the applicable AFRC TMT NLT 8 December.

6.2.4. **Winner Selection/Notification.** To determine individual category winners AF/A4LR designates a Board President to chair an awards board comprised of Air Staff logistics readiness officers, civilians, and/or CMSgts to score all packages. All officers and civilians on the award boards will be FGOs or civilian equivalents. AF/A4 reviews board results, approves winner and notifies the MAJCOMs by message.

6.2.4. **(AFRC)** To determine the winners, AFRC/A4R will convene a board to select MAJCOM winners. AFRC/A4 will review board results, approve and announce the winners. When the Individual Staff Level Awards contains nominees from AFRC/A4R, a board containing members from AFRC/A4P and A4M will be convened to determine MAJCOM winners.

6.2.5. **Proposed Citation Specifics.** Proposed citations will be in landscape format, 12-point font, single-spaced and contain 13-18 lines) IAW AFI 36-2805, *Special Trophies and Awards*, Attachment 3. **(T-1).** Opening line: "(Rank and name) has been selected to receive the (Year) (Category Name)." **(T-1).** Closing line: "The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM) and the United States Air Force." **(T-1).** Citations will only be prepared once winners are announced. **(T-1).** Submissions must be uploaded to the AF/A4L EIS.

6.2.6. **Award Presentation.** Awards will be mailed to the units for wing presentations.

6.2.6. **(AFRC)** MAJCOM level award winners will be recognized with an award either presented by AFRC/A4 or mailed to the MSG/CCs for presentation.

6.3. General Lew Allen, Jr. , Trophy. Suspense Date: <u>1 August</u>

6.3. (AFRC)General Lew Allen, Jr. , Trophy. AFRC Suspense Date: <u>6 July</u>

6.3.1. **Background.** This award recognizes two categories of individuals, base-level logistics readiness officers and SNCOs directly involved in mission execution. General Lew Allen Jr., was the tenth chief of staff of the USAF. He graduated from the United States Military Academy in 1946 and served as a bomber pilot in Strategic Air Command. His early career was punctuated by multiple assignments in nuclear capable units and he earned a PhD in Physics in 1954. He continued to serve as a pioneer in scientific and research projects throughout his career, which culminated as Commander Air Force Systems Command in 1977, followed by Chief of Staff, USAF in 1978.

6.3.2. **Award Period.** Award period is 1 Jun - 31 May.

6.3.3. **Use of AF Form 1206.**

6.3.3.1. Requirements/Evaluation Factors. Use capital letters for the following headings in the SPECIFIC ACCOMPLISHMENTS block of the AF Form 1206. **(T-1).** When writing packages, ensure attention is paid to the weighted factors and categories (the greatest number of facts should be in the most heavily weighted areas). Evaluation factors shall be weighted during the selection process for this entire award as follows:

6.3.3.1.1. SUSTAINED JOB PERFORMANCE (Weight Factor = .4). **(T-1).** Recommend 10 bullets in this section. Information regarding mission execution involvement is required for this award.

6.3.3.1.2. . JOB EFFICIENCY AND RESULTS (Weight Factor = .3). **(T-1).** Recommend eight bullets in this section.

6.3.3.1.3. JOB KNOWLEDGE (Weight Factor = .2). **(T-1).** Recommend five bullets in this section.

6.3.3.1.4. . OTHER CONSIDERATIONS (Weight Factor = .1). **(T-1).** Recommend three bullets in this section. This section will not include more of the above sustained job performance, job efficiency and results, or job knowledge data; may include awards and recognition information. **(T-1).**

6.3.4. **Submission.** MAJCOMs electronically load packages no later than <u>1 August</u> to the AF/A4L EIS.

6.3.4. **(AFRC)** AFRC MSG/CCs or designated representatives will electronically load nomination packages to the applicable AFRC TMT NLT 6 July.

6.3.5. **Proposed Citation Specifics.** Proposed citations will be in landscape format, 12-point font, single-spaced and contain 13-18 lines) IAW AFI 36-2805, *Special Trophies and Awards*, Attachment 3. **(T-1).** Opening line: "(Rank and name) has been selected to receive the General Lew Allen, Jr., Trophy for (year) in recognition of (his/her) outstanding contributions to mission execution while assigned as (duty title, unit, base)." **(T-1).** Closing line: "The outstanding contributions of (rank and name) reflect credit upon (himself/herself),

the (MAJCOM) and the United States Air Force." **(T-1).** Citations will only be prepared once winners are announced. Submissions must be uploaded to the AF/A4L EIS.

6.3.6. **Winner Selection/Notification.** AF/A4LR designates a Board President to chair an awards board comprised of Air Staff Logistics Readiness FGOs, civilians (FGO equivalent), and/or CMSgts to score all packages. AF/A4 will review board results, approve winners and notify MAJCOMs by message.

6.3.6. **(AFRC)** To determine the winners, AFRC/A4R will convene a board to select MAJCOM winners. AFRC/A4 will review board results, approve and announce the winners.

6.3.7. **Award Presentation.** CSAF will present a Lew Allen recognition trophy to each winner at a ceremony at the Pentagon.

6.3.7. **(AFRC)** MAJCOM level award winners will be recognized with an award either presented by AFRC/A4 or mailed to the MSG/CCs for presentation.

Table 6.1. Individual Base-Level Awards.

Award Category	Sponsor	Eligibility
Outstanding AF Logistics Readiness Airman of the Year	AF/A4L	Base-level AB – SrA (2Fxxx, 2Gxxx, 2Sxxx, 2T0xx, 2T1xx, 2T2xx, 2T3xx)
Outstanding AF Logistics Readiness NCO of the Year	AF/A4L	Base-level SSgt – TSgt (2Fxxx, 2Gxxx, 2Sxxx, 2T0xx, 2T1xx, 2T2xx, 2T3xx)
Outstanding AF Logistics Readiness SNCO of the Year	AF/A4L	Base-level MSgt – CMSgt (2Fxxx, 2Gxxx, 2Sxxx, 2T0xx, 2T1xx, 2T2xx, 2T3xx)
Outstanding AF Logistics Readiness Company Grade Officer (CGO) of the Year	AF/A4L	Base level 2Lt - Capt (21R) in LRS, Aerial Port Squadron (APS), Air Mobility Squadron (AMS) or equivalent squadron-level function.
Outstanding AF Logistics Readiness FGO of the Year	AF/A4L	Base level Maj or Lt Col (21R) in LRS, APS, AMS or equivalent squadron-level function.

Outstanding Logistics Readiness Civilian Cat I of the Year	AF/A4L	Any base-level GS-1 - GS-8, WS-1 - WS-7, WL-1 - WL-7, WG-1 - WG-11
Outstanding Logistics Readiness Civilian Cat II of the Year	AF/A4L	Any base-level GS-9 - GS-12, WS-8 -WS-13, WL-8 -WL-14, WG-12 - WG-15
Outstanding Logistics Readiness Civilian Cat III of the Year	AF/A4L	Any base-level GS-13 through GS-15, WL-15, WS-14 though WS-19
Lew Allen Outstanding Enlisted Member of the Year	AF/A4L	Any base level LogR SNCO directly supporting mission execution
Lew Allen Outstanding Officer of the Year	AF/A4L	Any base level LogR Officer directly supporting mission execution

Table 6.2. Individual Staff-Level Awards.

Outstanding Logistics Readiness Staff Civilian of the Year	AF/A4L	Any Joint/Unified Command, COCOM, FOA, DRU, MAJCOM, NAF staff level Civilian
Outstanding Logistics Readiness Staff Enlisted of the Year	AF/A4L	Any Joint/Unified Command, COCOM, FOA, DRU, MAJCOM, NAF staff level Enlisted
Outstanding Logistics Readiness Staff Officer of the Year	AF/A4L	Any Joint/Unified Command, COCOM, FOA, DRU, MAJCOM, NAF staff level Officer

Chapter 7

DIRECTORATE OF LOGISTICS UNIT MAINTENANCE AWARDS

7.1. Unit Maintenance Awards. The Directorate of Logistics (AF/A4L) manages the Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy and the Maintenance Effectiveness Awards (MEA).

7.1.1. **Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy (Daedalian Trophy).** Suspense Date: 15 January

7.1.1.1. Background. The Order of Daedalians recognizes the unit that has best met the objective of providing safe, serviceable and available equipment for sustained use in peacetime and wartime. A Daedalian trophy and award is presented annually to a USAF unit (wing level) determined to have the best weapon system maintenance record for the preceding calendar year. First awarded in 1960, this trophy is presented each year during the Daedalian National Convention.

7.1.1.2. Eligibility. All Active duty, Air Force Reserve and Air National Guard units that perform field-level maintenance of weapon systems and equipment are eligible to compete. Active duty and reserve component units that are associated (either classic associate or active associate) will compete as a single unit in the host unit's MAJCOM. **(T-1).** Fifty percent (or higher) of unit staffing shall be comprised of military personnel. **(T-1).** The number of authorized maintenance personnel must be 1,000 or more authorized personnel. **(T-1).** Note: May include supply, administrative, or other personnel as long as directly assigned to maintenance unit.

7.1.1.3. Restrictions. Units submitted for the Daedalian Trophy cannot be submitted simultaneously for the MEA. **(T-1).**

7.1.1.4. Award Period. The award covers the fiscal year (1 Oct – 30 Sep).

7.1.1.5. Submission. MAJCOMs upload an electronic copy of each package (see **7.1.3** and **7.1.4**) to the AF/A4L EIS no later than 15 January.

7.1.1.6. Winner Selection/Notification. AF/A4L convenes a board of Air Staff colonels to determine winner. AF/A4 reviews board results, approves the winner and notifies the MAJCOMs by message.

7.1.1.7. Award Presentation. The Order of Daedalians provides a trophy to the winning unit. The trophy is a Daedalus statue and will be personally presented to the winning squadron by the Deputy Chief of Staff/Logistics, Installations & Mission Support. The trophy will be permanently retained by the winning unit.

7.1.1.8. DoD Competition. The winning unit and the runner-up will complete all requirements as directed in **Chapter 2** to ensure unit packages are revised to compete for Secretary of Defense Maintenance field-level Awards. **(T-1).**

7.1.2. **Air Force MEA.** The AF/A4L presents the MEA to recognize maintenance units, which have best managed resources in four separate categories. Suspense Date: 15 January

7.1.2. **(AFRC)** AFRC Suspense Date: 23 November

7.1.2.1. Background. The MEA recognizes the unit that has best met the objective of providing safe, serviceable and available equipment for sustained use in peacetime and wartime.

7.1.2.2. Eligibility. All Active Duty, Air Force Reserve and Air National Guard units that perform field-level maintenance of weapon systems and equipment are eligible to compete. Active duty and reserve component units that are associated (either classic associate or active associate) will compete as a single unit in the host unit's MAJCOM. Fifty-percent (or higher) of unit staffing shall comprise military personnel. **(T-1).** The number of authorized maintenance personnel and mission will determine which MEA category the unit will compete **(T-1).** Note: May include supply, administrative, or other personnel as long as directly assigned to maintenance unit)

7.1.2.3. Categories: The categories of competition are based on the size of the unit, as determined by the total number of authorized personnel. The nominated units will represent the different types of units that maintain equipment or weapon systems. **(T-1).** To be eligible, units must have operated within the nominated size category for at least one-half of the competition period (6 months). **(T-1).** Unit competition categories are as follows:

7.1.2.3.1. Category 1 - Small Aircraft Maintenance: 25 to 300 authorized personnel.

7.1.2.3.2. Category 2 - Medium Aircraft Maintenance: 301 to 999 authorized personnel.

7.1.2.3.3. Category 3 - Missile/Munitions Maintenance: any size.

7.1.2.3.4. Category 4 - Depot: any size.

7.1.2.4. Restrictions. Units submitted for the Daedalian Trophy cannot be submitted simultaneously for the MEA. **(T-1).**

7.1.2.5. Award Period. The award covers the fiscal year (1 Oct – 30 Sep).

7.1.2.6. Submission. An electronic copy of each package (see paragraphs **7.1.3** and **7.1.4**) will be uploaded to the AF/A4L EIS no later than 15 January.

7.1.2.6. **(AFRC)** MXG/CCs or designated representatives, will electronically load abbreviated nomination packages to AFRC TMT NLT 23 November. Abbreviated, one page (bullet format), AF Form 1206, will consist of the following headers.

7.1.2.6.1. **(Added-AFRC)** Mission Accomplishments. Stress maintenance efforts and the impact of those efforts on the unit's, or any supported unit's, operational capability and mission accomplishment. This section will have 18 bullets including header. For examples, refer to **paragraphs 7.1.3.4**.1 through **7.1.3.4.6**.

7.1.2.6.2. **(Added-AFRC)** Innovative And Effective Use of Maintenance Resources. Show efficient and effective use of maintenance resources. This section will have 12 bullets including header. For examples, refer to **paragraphs 7.1.3.4.2** through **7.1.3.4.2.4**.

7.1.2.6.3. **(Added-AFRC)** Personnel Quality of Life Programs. Programs or actions aimed at improving the motivation or morale of maintenance personnel. This section

will have 8 bullets including header. For examples, refer **to paragraphs 7.1.3.4.3.1** through **7.1.3.4.3.8**.

7.1.2.7. Winner Selection/Notification. AF/A4LM designates a board president to chair an awards board comprised of Air Staff maintenance FGOs, civilians (FGO equivalent), and/or CMSgts to score all packages. AF/A4 will review board results, approve winners and notify MAJCOMs by message.

7.1.2.7. **(AFRC)** To determine category winners, AFRC/A4M will convene a board to select MAJCOM winners. AFRC/A4 will announce selected units. Selected units will then complete full package for submission to AF/A4LM.

7.1.2.8. Award Presentation. Awards will be mailed to the units for wing presentations.

7.1.2.8. **(AFRC)** MAJCOM level award winners will be recognized with a plaque either presented by AFRC/A4 or mailed to the MXG/CCs for presentation.

7.1.2.9. DoD Competition. The winning units will complete all requirements in **Chapter 2** to ensure unit packages are revised to compete for the Secretary of Defense Maintenance field-level Awards. **(T-1). Note:** The DoD nomination packages shall not exceed 10 pages **(T-0).**

7.1.3. **Contents of Unit Award Nomination Packages (Daedalian Trophy and MEA).** The nomination packages shall not exceed seven pages, excluding the cover, table of contents, dividers, and proposed citation, which will be in 12-point font. **(T-1).** The award nomination packages contents will include:

7.1.3.1. Cover page. **(T-1).** Cover page must include the Award Year, Unit, Award Category and MAJCOM. **(T-1).** Other photographs, drawings or depiction of the unit may be displayed on the cover.

7.1.3.2. Table of Contents.

7.1.3.3. Section 1.   (maximum recommended one page)   Basic Unit Information includes: Nominated unit designation; category/unit size of nominated unit; point of contact at nominated unit; unit and MAJCOM point of contact; mailing address of nominated unit and higher headquarters; nominated unit: size, location; mission description/statements; and operational chronology of significant operational: events, deployments, and major training exercises. **(T-1).** In addition, include "Key Mission Descriptors and Terms" (Air Force acronyms that may not be understandable to all functional areas).

7.1.3.4. Section 2.   Nominees shall address the following areas and how these accomplishments exceeded the baseline of normal performance. **(T-1).** Section 2 shall separately address the areas as follows.

7.1.3.4.1. Mission Accomplishments (Weight Factor = .4). **(T-1).** (Maximum recommended 2.75 pages) A description of mission accomplishments (in bullet format) for the competition period that stress maintenance efforts and the impacts of those efforts on the unit's, or on any supported units, operational capability and mission accomplishment. Examples of areas that may be included are:

7.1.3.4.1.1. Accomplishment of unit mission requirements.

7.1.3.4.1.2. Weapon system or equipment materiel readiness status.

7.1.3.4.1.3. Operational deployment participation and successes.

7.1.3.4.1.4. Local or higher headquarters exercise involvement and successes.

7.1.3.4.1.5. Special programs such as time compliance and technical order accomplishment.

7.1.3.4.1.6. Specific challenges unique to the operational environment.

7.1.3.4.2. Innovative and Effective Use of Maintenance Resources (Weight Factor = .4). **(T-1).** (Maximum recommended 2.75 pages) A description of accomplishments (in bullet format) that show efficient and effective use of maintenance resources (e.g., personnel, process, facilities, equipment, and technology). Examples of areas that may be included are:

7.1.3.4.2.1. Equipment improvement recommendations that resulted in an improved readiness posture.

7.1.3.4.2.2. Resource management innovations and improvements.

7.1.3.4.2.3. Production control innovations and improvements.

7.1.3.4.2.4. Innovative continuous process improvement implementation.

7.1.3.4.3. Personnel Quality of Life Programs (Weight Factor = .2). **(T-1).** (Maximum recommended 0.5 pages) A description of programs or actions (in bullet format) aimed at improving the motivation or morale of maintenance personnel. Examples of areas that may be included are:

7.1.3.4.3.1. Resiliency.

7.1.3.4.3.2. Safety programs.

7.1.3.4.3.3. Training programs.

7.1.3.4.3.4. Self-help programs.

7.1.3.4.3.5. Personnel recognition programs.

7.1.3.4.3.6. Community projects.

7.1.3.4.3.7. Communications and social programs.

7.1.3.4.3.8. Spousal support.

7.1.3.5. Section 3. Shall include a concise, unclassified, proposed citation in landscape format, single-spaced, 12-point font and will contain 13-18 lines highlighting specific achievements that shall be suitable for use in the awards presentation ceremony. **(T-1).** See AFI 36-2805, *Special Trophies and Awards, Attachment 3.*

7.1.3.5.1. Proposed Citation Requirements**.** Opening Line: "The (unit) has distinguished itself by accomplishing superior (aircraft, munitions, missile or depot) maintenance during the period 1 October (year) through 30 September (year)." **(T-1).** Closing Line: "The professionalism and commitment to excellence demonstrated by the men and women of (unit) reflect great credit upon themselves, (MAJCOM), and the United States Air Force." **(T-1).**

7.1.3.5.2. Closing Page**.** Optional closing page may be included in package. This page will contain only photos, drawings, etc., and does not count toward overall page count.

7.1.4. **Guidelines for Unit Awards (Daedalian Trophy and MEA).** Unit award package will be submitted per the following guidelines:

7.1.4.1. AF Form 1206 will not be used. **(T-1).** The winning unit packages are revised to compete for the field-level DoD maintenance awards, therefore the AF Form 1206 requirement in AFPD 36-28 does not apply.

7.1.4.2. All pages will have at least one-inch margins on all sides. **(T-1).** Headers, footers, page numbers and border designs may be placed outside the one-inch margin. Citation guidance released from DoD will override this margin requirement.

7.1.4.3. Font size and style must be followed; use bullet style text with 12-point font. **(T-1).** Photograph, table and graph captions may be a smaller font size, but must be readable. **(T-1).**

7.1.4.4. Bullet statements will be used for all information in Section 2. **(T-1).** Each bullet will consist of no more than five lines each (including sub-bullets). **(T-1).** Lines within each major bullet will be single-spaced (no blank lines will be used between sub-bullets). **(T-1).** For all awards discussed in this chapter, one blank line will be used between each major bullet. **(T-1).** Text wrapping around graphics will be no more than five equivalent full-margin lines. **(T-1).**

7.1.4.5. Bullet statements should be written in a style that describes a particular action, its result and its impact to the unit, MAJCOM, Air Force or beyond.

7.1.4.6. Do not send copies of inspection reports or similar supportive material **(T-1).**

7.1.4.7. Packages must not contain classified data/information. **(T-0).** Units and MAJCOMs must screen all submissions for classified data. **(T-0).** AF/A4LM, in coordination with MAJCOMs, will make final determination on any packages suspected to contain classified data. Packages determined to have classified data will be removed from competition.

7.1.4.8. Total Force units (either classic associate or active associate) will include the associated reserve unit's contributions in their nomination packages. **(T-1).**

7.1.4.9. All pages that count toward the overall page count will be numbered. **(T-1).**

7.1.4.10. Colored text may be used in package presentation.

7.1.4.11. Photographs are not authorized to be included in Section 2. **(T-1).**

7.1.4.12. No restrictions apply to units winning either the Daedalian or the Maintenance Effectiveness Awards in consecutive years.

7.1.5. **(Added-AFRC)** AFRC Maintenance Awards. Suspense Date: <u>15 February</u>

7.1.5.1. **(Added-AFRC)** Reference: Refer to **Table 7.1** for AFRC Maintenance Awards.

Table 7.1. (Added-AFRC) AFRC Maintenance Awards.

Award Category	Sponsor	Eligibility	Period of Award/ When To Submit
AFRC Maintenance Section of the Year	AFRC/A4	Maintenance flights/sections performing duties within functional category 2XXXX	Calendar Year/15 February
AFRC Outstanding Weapons Load Crew	AFRC/A4	Maintenance flights/sections performing duties within functional category 2XXXX	Calendar Year/15 February
AFRC MX Quality Assurance Award	AFRC/A4	MXG Quality Assurance sections	Calendar Year/15 February

7.1.5.2. **(Added-AFRC)** AFRC Maintenance Section of the Year. Suspense Date: 15 February

7.1.5.2.1. **(Added-AFRC)** Background. This award is presented to the Aircraft Maintenance Squadron Flight/Section, Maintenance Squadron Flight/Section or Maintenance Operations Section that demonstrates excellence in the performance of all assigned duties.

7.1.5.2.2. **(Added-AFRC)** Eligibility. Maintenance flights/sections performing duties within functional category 2XXXX may submit for this award.

7.1.5.2.3. **(Added-AFRC)** Contents of Nomination Packages. Submissions are limited to 30 lines excluding headers as outlined below. Use current version of an AF Form 1206.

7.1.5.2.3.1. **(Added-AFRC)** Noteworthy Maintenance Accomplishments – 10 lines (30 Points).

7.1.5.2.3.2. **(Added-AFRC)** Outstanding Contributions to the AF/Unit Mission – 6 lines (20 points).

7.1.5.2.3.3. **(Added-AFRC)** Contributions to Cost Reduction, Process Improvement and Suggestion Programs – 6 lines (20 points).

7.1.5.2.3.4. **(Added-AFRC)** Management/Care of Facilities and Equipment – 4 lines (15 points).

7.1.5.2.3.5. **(Added-AFRC)** Other Significant Accomplishments – 4 lines (15

points).

7.1.5.2.4. **(Added-AFRC)** Restrictions. Squadrons may not submit for this award.

7.1.5.2.5. **(Added-AFRC)** Award Period. The award covers the calendar year (1 Jan – 31 Dec).

7.1.5.2.6. **(Added-AFRC)** Submission. MXG/CCs or designated representatives will electronically load nomination packages to AFRC TMT.

7.1.5.2.7. **(Added-AFRC)** Winner Selection/Notification. To determine the winners, AFRC/A4M will convene a board to select winner. AFRC/A4 will review board results, approve and announce the winner.

7.1.5.2.8. **(Added-AFRC)** Award Presentation. MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MXG/CC for presentation.

7.1.5.3. **(Added-AFRC)** AFRC Outstanding Weapons Load Crew Award. Suspense Date: 15 February.

7.1.5.3.1. **(Added-AFRC)** Background. This award is presented to the weapons load crew that exemplifies professionalism and demonstrates outstanding achievement in performance of all aspects of their duties.

7.1.5.3.2. **(Added-AFRC)** Eligibility. Weapons loading personnel in grades of Airman Basic through Senior Master Sergeant who are assigned to a weapons load crew may be submitted for this award.

7.1.5.3.3. **(Added-AFRC)** Contents of Nomination Packages. Submissions are limited to 30 lines excluding headers as outlined below. Use current version of an AF Form 1206.

7.1.5.3.3.1. **(Added-AFRC)** Noteworthy Accomplishments – 10 lines (30 Points).

7.1.5.3.3.2. **(Added-AFRC)** Adherence to Prescribed Operational Procedures and Safety Practices – 6 lines (20 points).

7.1.5.3.3.3. **(Added-AFRC)** Contributions to Cost Reduction, Management Improvement and Suggestion Programs – 6 lines (20 points).

7.1.5.3.3.4. **(Added-AFRC)** Compliance With Applicable Training Directives – 4 lines (15 points).

7.1.5.3.3.5. **(Added-AFRC)** Management of Facilities and Accuracy of Reports – 4 lines (15 points).

7.1.5.3.4. **(Added-AFRC)** Award Period. The award covers the calendar year (1 Jan – 31 Dec).

7.1.5.3.5. **(Added-AFRC)** Submission. MXG/CCs or designated representatives will electronically load nomination packages to AFRC TMT.

7.1.5.3.6. **(Added-AFRC)** Winner Selection/Notification. To determine the winner, AFRC/A4M will convene a board to select winner. AFRC/A4 will review board results, approve and announce the winner.

7.1.5.3.7. **(Added-AFRC)** Award Presentation. MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MXG/CC for presentation.

7.1.5.4. **(Added-AFRC)** AFRC MXG Quality Assurance Award**.** Suspense Date: 15 February

7.1.5.4.1. **(Added-AFRC)** Background. This award is presented to the MXG Quality Assurance office that exemplifies professionalism and demonstrates outstanding achievement in performance of all aspects of their duties.

7.1.5.4.2. **(Added-AFRC)** Eligibility. MXG Quality Assurance sections may be submitted for this award.

7.1.5.4.3. **(Added-AFRC)** Contents of Nomination Package. Submissions are limited to 30 lines excluding headers as outlined below. Use current version of an AF Form 1206.

7.1.5.4.3.1. **(Added-AFRC)** Noteworthy QA Office Accomplishments – 10 lines (30 Points).

7.1.5.4.3.2. **(Added-AFRC)** Adherence to Prescribed Procedures – 6 lines (20 points).

7.1.5.4.3.3. **(Added-AFRC)** Contributions to Cost Reduction, Process Improvement and Suggestion Programs – 6 lines (20 points).

7.1.5.4.3.4. **(Added-AFRC)** Compliance With/Management of Special Programs – 4 lines (15 points).

7.1.5.4.3.5. **(Added-AFRC)** Management of Reports For Accuracy and Timeliness – 4 lines (15 points).

7.1.5.5. **(Added-AFRC)** Award Period. The award covers the calendar year (1 Jan – 31 Dec).

7.1.5.6. **(Added-AFRC)** Submission. MXG/CCs or designated representatives will electronically load nomination packages to AFRC TMT.

7.1.5.7. **(Added-AFRC)** Winner Selection/Notification. To determine the winner, AFRC/A4M will convene a board to select winners. Consideration will also be given to Unit MSEP reports submitted to AFRC/A4. AFRC/A4 will review board results, approve and announce the winners.

7.1.5.8. **(Added-AFRC)** Award Presentation. MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MXG/CC for presentation.

Chapter 8

DIRECTORATE OF LOGISTICS UNIT LOGISTICS READINESS AWARDS

8.1. Purpose. The AF-sponsored Logistics Readiness unit awards recognize squadrons, depot units and any other MAJCOM organization that has excelled in performance and made outstanding contributions to the AF and/or DoD Logistics Readiness mission.

8.1.1. **Nomination Packages.** Nomination packages should be results-oriented and focus on direct mission accomplishment (peacetime and deployed), effective use of resources, and quality of life. The headings listed below are mandatory and will be used to separate achievements into the appropriate areas. **(T-1).** Total possible point value for each nomination package is 100 (see scoring breakdown for each heading below to help focus bullets). Refer to paragraphs **8.1.2** for specific criteria on the number of lines required for initial/finalist award submissions.

8.1.1.1. <u>DIRECT MISSION SUPPORT.</u> **(T-1).** Describe actions/programs within the unit that directly support the mission. Consider significant unit accomplishments, support to wing, MAJCOM and AF or DoD mission, operational deployments, exercise or inspection results, environmental/hazardous materials programs, and adaptability to unusual or difficult situations, etc., in this section. (This area is valued at 50 points).

8.1.1.2. <u>INNOVATIVE MANAGEMENT.</u> (**T-1).** Describe initiatives or programs that impact resource effectiveness/efficiency and mission support through innovation or process improvements. Consider resource management innovations and improvements, process improvements, reengineering efforts, cost reductions, resource effectiveness, training program initiatives, etc., in this section. (This area is valued at 25 points).

8.1.1.3. <u>QUALITY OF LIFE PROGRAMS.</u> **(T-1).** Describe initiatives taken by the unit to improve working environments, improve quality of life and build community spirit. Consider self-help projects, personnel recognition programs, community support, etc., in this section. (This area is valued at 25 points).

8.1.2. **Submission.** Nomination packages will be submitted on an AF Form 1206. **(T-1).** Submissions will be one page, single spaced, front side only, and have a total of 43 lines (20 bullets under the Direct Mission Support header, 10 bullets under the Innovative Management header, and 10 bullets under the Quality of Life header). **(T-1).** MAJCOMs must be upload submissions to the AF/A4L EIS no later than the suspense date designated for each respective award.

8.1.3. **Award Eligibility.** See **Table 8.1** - **Table 8.2** for details.

8.2. Specific Award Nomination Procedures.

8.2.1. **Daedalian Major General Warren R. Carter Logistics Effectiveness Award.** This award is named in recognition of Maj Gen Warren R. Carter. Maj Gen Carter was commissioned in 1918 and held various flying positions throughout his career. He was a charter member of The Order of Daedalians. The Daedalian trophy and award is presented annually to the USAF unit at Base Level selected by the Chief of Staff, USAF, as having achieved the best supply effectiveness record in the United States Air Force in support of mission aircraft and/or weapons.

8.2.1.1. Award Period. The award covers the fiscal year (1 Oct – 30 Sep).

8.2.1.2. Winner Selection/Notification. AF/A4LR designates a Board President to chair an awards board comprised of Air Staff logistics FGOs, civilians (FGO equivalent), and/or CMSgts to score all packages. AF/A4 will review board results, approve winners and notify MAJCOMs, FOAs, DRUs, DLA, ANG or Air Force Element of a Unified or Joint Command vice-commanders by message.

8.2.1.3. Award Presentation. The Order of Daedalians provides a trophy to the winning unit. The trophy is a Daedalus statue and will be personally presented to the winning squadron by the AF/A4 or designated representative. The trophy will be permanently retained by the winning unit.

8.2.2. **Logistics Readiness Unit Awards Guidelines.** Suspense Date: <u>15 January</u>

8.2.2. **(AFRC)** AFRC Suspense Date: <u>8 December</u>.

8.2.2.1. Award Period. Logistics Readiness Unit awards sponsored by AF/A4L cover the fiscal year (1 Oct – 30 Sep).

8.2.2.2. Submission. An electronic copy of each package will be uploaded to the AF/A4L EIS no later than 15 January. See 8.1.1. and 8.1.2. for package requirements.

8.2.2.2. **(AFRC)** MSG/CCs or designated representatives will electronically load nomination packages to the applicable AFRC TMT NLT 8 December.

8.2.2.3. Winner Selection/Notification. To determine individual category winners AF/A4LR designates a Board President to chair an awards board comprised of Air Staff logistics officers, civilians, and/or CMSgts to score all packages. All officers and civilians on the award boards will be FGOs or civilian equivalents. AF/A4 reviews board results, approves winner and notifies the MAJCOMs by message.

8.2.2.3. **(AFRC)** To determine the winner, AFRC/A4R will convene a board to select MAJCOM winner. AFRC/A4 will review board results, approve and announce the winner.

8.2.2.4. Award Presentation. Awards will be mailed to the units for wing presentations.

8.2.2.4. **(AFRC)** MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MSG/CC for presentation.

8.2.3. **(Added-AFRC)** AFRC LRS Quality Assurance Award. Suspense Date: <u>15 February.</u>

8.2.3.1. **(Added-AFRC)** Background. This award is presented to the LRS Quality Assurance office that exemplifies professionalism and demonstrates outstanding achievement in performance of all aspects of their duties.

8.2.3.2. **(Added-AFRC)** Eligibility. LRS Quality Assurance sections may be submitted for this award.

8.2.3.3. **(Added-AFRC)** Contents of Nomination Package. Submissions are limited to 30 lines excluding headers as outlined below. Use current version of an AF Form 1206.

8.2.3.3.1. **(Added-AFRC)** Noteworthy QA Office Accomplishments – 10 lines (30 Points).

8.2.3.3.2. **(Added-AFRC)** Adherence to Prescribed Procedures – 6 lines (20 points).

8.2.3.3.3. **(Added-AFRC)** Contributions to Cost Reduction, Process Improvement and Suggestion Programs – 6 lines (20 points).

8.2.3.3.4. **(Added-AFRC)** Compliance With/Management of Special Programs – 4 lines (15 points).

8.2.3.3.5. **(Added-AFRC)** Management of Reports for Accuracy and Timeliness – 4 lines (15 points).

8.2.4. **(Added-AFRC)** Award Period. The award covers the calendar year (1 Jan – 31 Dec).

8.2.5. **(Added-AFRC)** Submission. MSG/CCs or designated representatives will electronically load nomination packages to AFRC TMT.

8.2.6. **(Added-AFRC)** Winner Selection/Notification. To determine the winner, AFRC/A4R will convene a board to select winner. AFRC/A4 will review board results, approve and announce the winner.

8.2.7. **(Added-AFRC)** Award Presentation. MAJCOM level award winner will be recognized with an award either presented by AFRC/A4 or mailed to the MSG/CC for presentation.

Table 8.1. LRS-Level Awards.

Award Category	Sponsor	Eligibility
The Daedalian Major General Warren R. Carter Logistics Effectiveness Award	Order of Daedalians	Any LRS or base logistics unit having typical LRS roles and responsibilities in support of flight line operations. Privatized or contracted LRS functions and/or employees are not eligible to compete.
LRS of the Year--Non-Flying Units	AF/A4L	Any LRS or base logistics unit having typical LRS roles and responsibilities in support of other than flying units. Privatized or contracted LRS functions and/or employees are not eligible to compete.
AF Large Air Terminal Unit of the Year	AF/A4L	Any AD air terminal or aerial port supporting cargo and/or passenger movement by air or aerial delivery and handled more than 10,000 cargo tons

		and 20,000 (or more) passengers during the year of award. Organizations must meet both the minimum cargo tonnage and passengers handled to be considered a large operation.
AF Small Air Terminal Unit of the Year	AF/A4L	Any AD air terminal or aerial port supporting cargo and/or passenger movement by air or aerial delivery and handled less than 10,000 tons of cargo or less than 20,000 passengers during the year of award. LRS and flights within the LRS are not eligible

Table 8.2. LRS-Level ARC Awards.

Award Category	Sponsor	Eligibility
ARC Base Logistics Activity of the Year	AF/A4L	Any ARC base logistics unit supporting at least a wing or base-level organization in Logistics Readiness or all of the following areas: Contingency Plans, Materiel Management and Distribution.
ARC Air Transportation Activity of the Year	AF/A4L	Any ARC Air Terminal supporting cargo and/or passenger movement or aerial delivery.

Table 8.3. (Added-AFRC) LRS-Level AFRC Awards.

Award Category	Sponsor	Eligibility
AFRC LRS Quality Assurance Award	AFRC/A4	LRS Quality Assurance Sections

JUDITH A. FEDDER
Lieutenant General, USAF

DCS/Logistics, Installations & Mission Support

(AFRC)

CURTIS WILLIAMS, Brig Gen, USAFR
Director of Logistics, Engineering and Force
Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2805, *Special Trophies and Awards,* 14 March 13

AFI 38-101, *Air Force Organization,* 16 March 11

AFI 33-360, *Publications and Forms Management*, 9 April 14

AFMAN 33-363, *Management of Records,* 1 March 08

AFPD 36-28, *Awards and Decorations Program,* 9 May 14

DoDI 1348.30, *Secretary of Defense Maintenance Awards Program,* 27 November 13

DoDI 1400.25 Subchapter 451, *DoD Civilian Personnel Manual,* 4 November 13

DoDM 4140.01-V9, *DoD Supply Chain Materiel Management Procedures: Materiel Programs*, 10 February 14

Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABU—Airman Battle Uniform

AD—Active Duty

AF—Air Force

AFA—Air Force Association

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFPA—Air Force Petroleum Agency

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

API—American Petroleum Institute

APS—Aerial Port Squadron

ANG—Air National Guard

ARC—Air Reserve Component

ASE—Automotive Services Excellence

CANN—Cannibalization

CGO—Company Grade Officer

CSAF—Chief of Staff, United States Air Force

DAFSC—Duty Air Force Specialty Code

DCS—Deputy Chief of Staff

DLA—Defense Logistics Agency

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

EIS—Enterprise Information Site (https://cs3.eis.af.mil/sites/OO-LG-AF-34/default.aspx)

FGO—Field Grade Officer

FOA—Field Operating Agency

GS—General Schedule

HAF—Headquarters Air Force

(Added-AFRC) IAW—In Accordance With

JPPSO—Joint Personal Property Shipping Office

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

MDS—Mission Design Series

MEA—Maintenance Effectiveness Award

MC—Mission Capable

MXS—Maintenance Squadron

NCO—Noncommissioned Officer

NDIA—National Defense Industrial Association

NDTA—National Defense Transportation Association

OSD—Office of the Secretary of Defense

SCC—Supply-Chain Council

SDDC—Surface Distribution and Deployment Command

SNCO—Senior Noncommissioned Officer

(Added-AFRC) TMT—Task Management Tool

TNMCM—Total Not Mission Capable Maintenance

TNMCS—Total Not Mission Capable for Supply

(Added-AFRC) TR—Traditional Reservists

WG—Wage Grade

WL—Wage Leader

WS—Wage Supervisor

Terms

Revolving Trophy—Indicates a single trophy passed from the previous to the current award holder.

Attachment 2

NOMINATION CRITERIA FOR DOD PACKAGING EXCELLENCE AWARD

Figure A2.1. Nomination Criteria for DoD Packaging Excellence Award

CANDIDATE NOMINATION CRITERIA FOR DOD PACKAGING EXCELLENCE AWARD (INDIVIDUAL OR TEAM)

Submit a cover letter, memorandum or message with the subject line: Nomination for the Department of Defense Packaging Excellence Award for (YEAR). Please then enclose or attach pertinent details concerning this individual/team in the format provided below. If a section in one of the listed "Parts" or "Enclosures/Attachments" does not apply, please ignore that section.

PART I – NOMINEE:

Name (individual nominee/team nominee with the name of the team leader)

Team nominations should also list team member names

Position Title (nominee's or team leaders')

Mailing address for individual nominee or team leader for the team nominee.

Team nominations should include all sub-team members' organizational names and address, if different from team leader's address.

PART II – JUSTIFICATION:

Summary of contribution for which nominated. (Limit to one or two paragraphs)

Expanded justification of the contribution for which nominated. (Limit to two pages)

Suggestions adopted/engineering change proposals/performance based logistics improvements/cost reductions.

PART III - OTHER SUPPORTING INFORMATION: (Limit to one page– tiebreaker information - bullets are examples of information that could be provided.)

Individual (optional supporting information)

Summary of Packaging employment history.

Educational achievements/self-improvement/training.

Performance awards received in last five years.

Other relevant information.

Team (optional supporting information)

Summary of team history.

Contributions and influence on other teams and/or other organizations.

Awards/recognition received in last five years.

Other relevant information.

PART IV - INFORMATION ON NOMINATING ORGANIZATION:

Name and title of individual submitting the nomination.

Address and phone number for nominating official.

Name of endorsing official with his/her title.

Organizational Point of Contact with e-mail and phone number – Person to be contacted by the evaluation committee, if additional information or clarification is required, or if nominee is selected the person that would coordinate attendance at awards ceremony.

Name, Title, and Address of Senior Commander who should be notified if nominee is selected to receive the award; for example, post or base commander, Director, Defense Distribution Centers, etc.

ENCLOSURE/ATTACHMENT – DRAFT CITATION TO ACCOMPANY AWARD (Citations will be in landscape format, 12-point font and double-spaced).

Attachment 3

NOMINATION CRITERIA FOR DOD PACKAGING ACHIEVEMENT AWARD

Figure A3.1. Nomination Criteria for DoD Packaging Achievement Award

CANDIDATE NOMINATION CRITERIA FOR

DOD PACKAGING ACHIEVEMENT AWARD (INDIVIDUAL OR TEAM)

Submit a cover letter, memorandum or message with the subject line: Nomination for the Department of Defense Packaging Achievement Award for (YEAR). Please enclose or attach pertinent details concerning this individual or team in the format provided below. If a section in one of the listed "Parts" or "Enclosures/Attachments" does not apply, please ignore that section.

PART I – NOMINEE:

Name (individual nominee/team nominee with the name of the team leader)

Team nominations should include all team member names

Position Title (nominee's or team leaders')

Mailing address for individual nominee or team leader.

Team nominations should include all team members' organizational names and address if different from team leader's address.

PART II – JUSTIFICATION:

Summary of contribution for which nominated (limit to one or two paragraphs).

Expanded justification of the contribution for which nominated. (limit two pages)

Suggestions adopted/engineering change proposals/performance based logistics improvements/ cost reductions.

PART III – OTHER SUPPORTING INFORMATION: (Limit to one page – tiebreaker information - bullets are examples of information that could be provided)

Individual (optional supporting information)

Summary of Packaging employment history.

Educational achievements/self-improvement/training.

Performance awards received in last five years.

Other relevant information.

Team (optional supporting information)

Summary of team history

Contributions and influence on other teams and/or other organizations.

Awards/recognition received in last five years

Other relevant information.

PART IV -- INFORMATION ON NOMINATING ORGANIZATION:

Name and title of individual submitting the nomination.

Address and phone number for nominating official.

Name of endorsing official with his/her title.

Organizational Point of Contact with e-mail and phone number – Person to be contacted by the evaluation committee, if additional information or clarification is required, or if nominee is selected the person that would coordinate attendance at awards ceremony.

Name, Title, and Address of Senior Commander who should be notified if nominee is selected to receive the award; for example, post or base commander, Director, Defense Distribution Centers, etc.

ENCLOSURE/ATTACHMENT - DRAFT CITATION TO ACCOMPANY AWARD (Citations will be in landscape format, 12-point font and double-spaced).

Attachment 4

AUTOMOTIVE SERVICES EXCELLENCE (ASE) SERVICE PROFESSIONALS AWARDS FACT SHEET

Figure A4.1. Automotive Services Excellence Service Professionals Award Fact Sheet

Purpose:

To honor ASE-Certified automotive technicians by recognizing their outstanding performance.

History:

ASE has been hosting annual technician awards for over 20 years. The awards festivities are held in conjunction with the November ASE Board meetings at different locations throughout the United States. Currently, we have 24 companies sponsoring 38 awards. Some of the award sponsors are: Toyota/Lexus, Honda/Acura, Ford, GM, Chrysler, Nissan/Infiniti, Freightliner, International Truck & Engine, Midas, Snap-on, CARQUEST, Bridgestone/Firestone, DuPont and Delco Remy…just to name a few. Awards are given in the automotive, truck, collision and parts categories.

What is the procedure?

The sponsor and ASE define the parameters for a specific award. Once the parameters are established, ASE runs a query selecting the top 20 ASE test performers for the given time period based on the set criteria. A winner is selected from that list. ASE makes all logistical arrangements (travel and hotel). Sponsors provide round-trip airfare and a two-night's stay at the hotel where the awards events and ASE Board meetings will be held. The sponsors can either provide their own, unique recognition award trophy, or simply use one supplied by ASE.

Who attends the awards ceremony?

Attending are representatives from the sponsor companies, award winners and their guests (usually a spouse), ASE Board members, invited industry guests and ASE staff members.

What happens at the awards?

A welcome cocktail party is held the evening before the awards dinner for all meeting and award attendees. The awards banquet is held the following night. The winners are individually

introduced and called up to the stage to receive their recognition awards. A professional photographer and videographer record the awards ceremony (copies of which are given to the sponsors and award winners).

Who pays for the awards?

The sponsor company pays for travel and hotel expenses, a recognition award, and provides a cash award of $750 to $1000. The approximate cost (not including the cash award) to the sponsor for one award winner is $2000 to $2500. ASE covers initial costs for all but the cash award and bills the sponsors after the awards events.

As the award's host, ASE covers the cost of the welcome party, awards reception and banquet, photographers and videographer, winner gift bags and group meals.

Attachment 5

SAMPLE AUTOMOTIVE SERVICES EXCELLENCE NOMINATION

Figure A5.1. Sample Automotive Services Excellence Nomination

SAMPLE AUTOMOTIVE SERVICES EXCELLENCE NOMINATION

20XX Military ASE Technician of the Year Award

Rank & Name (First MI Last)

ASE ID Number (Located on individual's ASE Portal) Ex. ASE-XXXX-XXXX

Individual's Last Four (XXXX)

Write out the award citation in manuscript form here. Use size 12 Times New Roman font with a maximum of 12 lines. Do not change the margins or adjust word spacing from this default. Be specific on what the individual did that was above and beyond a normal task. Although not mandatory, deployment/ humanitarian related vehicle maintenance work that displays excellence, valor and dedication resulting in mission success is the sort of image we are trying to portray. Please make sure the individual you are submitting has a current ASE certification that will remain active past 01 Dec of the respective year. Make sure you include the individual's ASE ID Card Number along with their last four as outlined above.   Have your submission vetted through your parent MAJCOM by the suspense date set by the MAJCOM Functional Manager. Once the MAJCOM nominee is selected, coordination is made with that MAJCOM Awards POC to upload the submission to the HAF SharePoint site: https://cs3.eis.af.mil/sites/OO-LG-AF-34/default.aspx.